



Application for Employment

All statements made by applicants for employment on this application form will be checked for accuracy. We offer equal employment opportunities to all persons without discrimination on the basis of race, color, religion, age, sex, national origin, citizenship status, physical or mental disability, or past, present, or future service in the Uniformed Services of the U.S., or any other legally protected status. The use of this form does not mean there are positions open and does not obligate us in any way.

Please complete all portions of this application that pertain to you. All information given will be held in strict confidence. This application for employment will be active for 30 days.

If offered employment and accepted, you are required by law to show proof of eligibility to work in the United States. You will need to pass a drug screen and DMV records check.

Please fill out the application and fax it to (541)338-9065 or mail it to PO Box 22210, Eugene, OR 97402.

<u>Personal Information</u>
Date:
First Name:
Last Name:
Present Address:
City:
State
Zip:
Best Phone to Reach Me:
Email Address:
Are you at least 18 years of age? Yes No
Do you have a valid driver's license Yes No
Job Applying For:
Date Available:

Income Expected:
Minimum Income Required:
Employment Preference: Full-Time Part-Time Temporary Other No Preference
Available: Monday Tuesday Wednesday Thursday Friday Saturday Sunday
Hours Available:
Are you willing to work overtime? Yes No
Do you have any relatives employed at this company? Yes No
If yes, who?
Have you ever filed an application with us before? Yes No
If yes, when?
How did you hear about this position?
<u>Record of Employment</u>
1. Current/Most Recent Employer
Company Name:
May we contact? Yes No
Telephone:
Your Starting Position:
Your Last Position:
Months In Last Position:
Address:
City:
State:
Zip:
Dates Employed: From To (ex: MM/YYYY)
Rate of Pay: Start End
Supervisor's Name & Title:

Reason For Leaving:
Your Duties:
2. Next Previous Employer
Company Name:
May we contact? Yes No
Telephone:
Your Starting Position:
Your Last Position:
Months In Last Position:
Address:
City:
State:
Zip:
Dates Employed: From To (ex: MM/YYYY)
Rate of Pay: Start End
Supervisor's Name & Title:
Reason For Leaving:
Your Duties:
3. Next Previous Employer
Company Name:
May we contact? Yes No
Telephone:
Your Starting Position:
Your Last Position:
Months In Last Position:
Address:

City:
State:
Zip:
Dates Employed: From To (ex: MM/YYYY)
Rate of Pay: Start End
Supervisor's Name & Title:
Reason For Leaving:
Your Duties:
<u>Education</u>
<u>High School Name</u>
Did you Graduate? Yes No
<u>College/Technical School #1</u>
Name: Major/Courses:
Last Year Completed: 1 2 3 4
Did you Graduate? Yes No
Degree/Certificate:
<u>College/Technical School #2</u>
Name: Major/Courses:
Last Year Completed: 1 2 3 4
Did you Graduate? Yes No
Degree/Certificate:
<u>Skills and Qualifications</u>
Please indicate your proficiency in the following:
Personal Computers
Software Skills:
List additional skills and qualifications:

References	
Reference #1:	
Name:	Company:
Address:	Telephone:
Reference #2:	
Name:	Company:
Address:	Telephone:
Reference #3:	
Name:	Company:
Address:	Telephone:
Other Information	
Have you ever been convicted of a crime? Yes No	
If Yes, please give the date(s) and details:	

NOTE: Answering "Yes" to these questions does not constitute an automatic bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. (Do not include minor traffic infractions, and convictions for which the record has been sealed or expunged, any conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed, referrals to and participation in any pre-trial or post-trial diversion programs in answering these questions.)

Fair Credit Reporting Act

DISCLOSURE

As an applicant for employment or an employee of this company, you have rights under the Fair Credit Reporting Act (FCRA). By this document, this company discloses to you that a consumer report (driving record) may be obtained for employment purposes as part of the pre-employment background investigation and at any time during your employment, if you are hired. If this company obtains a consumer report about you, and if this company considers any information in the consumer report when making an employment related decision that directly and adversely affects you, this company will provide you with a copy of the consumer report and a summary of your rights under the FCRA before the decision is finalized. You also may contact the Federal Trade Commission about your rights under the FCRA.

AUTHORIZATION

By submitting this application, I acknowledge that the company may obtain a consumer report (driving record) as part of its pre-employment background investigation and/or during the course of my employment, if I am hired.

Employment Disclosure

All qualified applicants will receive consideration for employment without regard to sex, race, color, national origin or ancestry, age or disability. No information on this application will be used for the purpose of discrimination.

Submitting this application certifies that my answers to the forgoing questions are true and correct and that I understand that intentionally false information will result in refusal of employment or termination of employment if discovered after the date of hire.

I voluntarily grant this company the right to investigate and verify the information and statements I have provided in this application and agree to hold all persons harmless with respect to any information they may give, receive or verify.

I agree that, if hired, I will observe all policies and strict confidentiality concerning all affairs of this company and its members.

I hereby acknowledge and agree that any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further agreed that this "at will" employment relationship may not be changed by any written document or by conduct, unless such change is specifically agreed and acknowledged in writing by an authorized executive of this organization.

If you are asked to be interviewed, you will sign the application at that time.

By submitting this application, I affirm that I have read and agree to all of the disclosures and conditions included in the on-line application.

Applicant Signature