

# Application for Employment

Ecumenical Ministries of Oregon is an equal opportunity employer and does not discriminate on the basis of sex-age, race, color, religion, marital status, sexual orientation, national origin, disability, veteran status or any other legally protected status.

No question on this application is used for the purpose of limiting or excusing any applicant from consideration on a basis prohibited by law.

- Applications are considered only for the position listed on the application. General applications are not accepted.
- A separate application is required for each position applied for.
- Supplemental questions for the specific position applied for must be submitted with the application.
- Interviews are given on a competitive basis, using job-related factors, after a properly completed application is received and reviewed.
- Full and complete answers are required. Attach additional sheets as needed in order to give full and complete answers. Incomplete applications will not be considered. Resumes are not accepted.

<b>Position applying for:</b>	<b>Today's date:</b>
I am interested in (check all that apply): <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> On-call	

Full name:	First	Middle	Last
Address:	Street	City	State      Zip Code
Home telephone:	Alternate telephone:		

I am 18 years of age or older:  Yes     No      If no, can you provide proof of eligibility to work?  Yes     No

Have you ever been convicted of a crime?  Yes     No      If yes, give details:  
*Such conviction(s) may be relevant if job-related, but does not automatically disqualify you from consideration.*

Have you been employed by Ecumenical Ministries of Oregon in the past?  Yes     No  
If yes, give dates and title(s):

<b>Education</b>		
Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 College: 1 2 3 4 Graduate: 1 2 3 4		
High School	Name: Location:  City State	Diploma received? <input type="checkbox"/> Yes <input type="checkbox"/> No GED? <input type="checkbox"/> Yes <input type="checkbox"/> No G.P.A. _____
College/ University	Name: Location:  City State	Degree received? <input type="checkbox"/> Yes <input type="checkbox"/> No Type: _____ G.P.A. _____ Area of study: _____
College/ University	Name: Location:  City State	Degree received? <input type="checkbox"/> Yes <input type="checkbox"/> No Type: _____ G.P.A. _____ Area of study: _____
Other Education	Name: Location:  City State	G.P.A. _____ Detail study and accomplishment:

<b>Employment History</b>		
<ul style="list-style-type: none"> <li>List all work experience, paid or unpaid, beginning with your current or most recent job.</li> <li>Please attach additional pages if necessary.</li> <li>All previous employers (listed or not), may be contacted in the course of a reference and background check.</li> </ul>		
Dates of Employment	Name of employer	Supervisor's name
From:  Month Year	Address	Supervisor's title
To:  Month Year	Telephone	Supervisor's telephone
Starting salary \$ _____ per _____	Your title	
Ending salary \$ _____ per _____	Reason for leaving or considering a change	
Your duties		
Dates of Employment	Name of employer	Supervisor's name
From:  Month Year	Address	Supervisor's title
To:  Month Year	Telephone	Supervisor's telephone
Starting salary \$ _____ per _____	Your title	
Ending salary \$ _____ per _____	Reason for leaving or considering a change	
Your duties		

### Employment History (continued)

Dates of Employment	Name of employer	Supervisor's name
From: Month                  Year	Address	Supervisor's title
To: Month                  Year	Telephone	Supervisor's telephone
Starting salary \$ _____ per _____	Your title	
Ending salary \$ _____ per _____	Reason for leaving or considering a change	
Your duties		
Dates of Employment	Name of employer	Supervisor's name
From: Month                  Year	Address	Supervisor's title
To: Month                  Year	Telephone	Supervisor's telephone
Starting salary \$ _____ per _____	Your title	
Ending salary \$ _____ per _____	Reason for leaving or considering a change	
Your duties		
Dates of Employment	Name of employer	Supervisor's name
From: Month                  Year	Address	Supervisor's title
To: Month                  Year	Telephone	Supervisor's telephone
Starting salary \$ _____ per _____	Your title	
Ending salary \$ _____ per _____	Reason for leaving or considering a change	
Your duties		

## Reference Information

List information for three references **not** already listed as supervisors in the work history portion of the application. References listed here should be work or academic references who are not related to you.

We may contact previous employers, persons and organizations listed on this application and others not listed on the application in conducting a reference and background check.

Reference name Position Employer City, State	This person was/is (circle one) my supervisor/co-worker/ other (circle one). If other, specify: For _____ years, _____ months Best times to reach this person:
Telephone:	Alternate telephone:
Reference name Position Employer City, State	This person was/is (circle one) my supervisor/co-worker/ other (circle one). If other, specify: For _____ years, _____ months Best times to reach this person:
Telephone:	Alternate telephone:
Reference name Position Employer City, State	This person was/is (circle one) my supervisor/co-worker/ other (circle one). If other, specify: For _____ years, _____ months Best times to reach this person:
Telephone:	Alternate telephone:

## Please read the following carefully before signing this application.

I certify that the information contained in this application is correct to the best of my knowledge, and I understand that falsifications and/or omissions in any detail are grounds for disqualification from consideration for employment, or, if hired, for dismissal from employment.

I authorize Ecumenical Ministries of Oregon (hereafter, EMO) to investigate the truthfulness of all statements made on this application including reference and criminal history checks.

I further authorize EMO to discuss the results of any investigation with all of their employees who are involved in the hiring process.

I further authorize all contacted persons and former employers to provide information concerning this application, my background and suitability for employment, and release such persons and former employers from liability for providing such information.

I release EMO and all previous employers, supervisors and other persons contacted, from liability for any damages that may result from furnishing information to EMO.

I understand that, if hired, I will be required to provide identification in accordance with U.S. Immigration and Naturalization service requirements.

In consideration of my employment, I agree to conform to the instructions, rules and policies of EMO. I understand that if hired, my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either myself or EMO.

I consent to post-job offer, pre-employment testing for the presence of illegal drugs in my system.

I understand that no representative of EMO has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

Signed \_\_\_\_\_

Date \_\_\_\_\_

# Affirmative Action Voluntary Information

In an effort to comply with requirements regarding government record keeping, reporting and other legal obligations, we invite you to complete this applicant data survey. Providing this information is **strictly voluntary**. Failure to provide it will not subject you to any adverse personnel decision or action. This form will be filed completely separate from your application for employment. Your cooperation is appreciated.

Date	Please check one of the following:	
Position applied for:	<input type="checkbox"/> White (not of Hispanic origin)	<input type="checkbox"/> Black (not of Hispanic origin)
<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Native American/ Alaskan Native	<input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Hispanic

Referral Source		
<input type="checkbox"/> Oregonian	<input type="checkbox"/> Walk-in	<input type="checkbox"/> Advertisement (publication) _____
<input type="checkbox"/> School	<input type="checkbox"/> Relative	<input type="checkbox"/> Private employment agency
<input type="checkbox"/> Employee referral	<input type="checkbox"/> Employment Division	<input type="checkbox"/> Other _____

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## Direction to Ecumenical Ministries of Oregon

Interchurch Center, 0245 SW Bancroft St., Suite B, Portland, OR 97239

*If you use a Web site for directions (such as MapQuest), enter "SW Bancroft at Kelly" instead of "0245 SW Bancroft." The zero in our address will not be recognized, and you will be directed to the incorrect address.*

**Southbound Barbur Blvd.** From Barbur Blvd., turn left at the light at Hamilton St.; turn left at Corbett Ave. (first street); turn right at Bancroft St. (first street); we are at the bottom of the hill, on the left corner.

**Northbound Barbur Blvd.** From Barbur Blvd., turn right at the light at Hamilton St.; turn left at Corbett Ave. (first street); turn right at Bancroft St. (first street); we are at the bottom of the hill, on the left corner.

**Southbound I-5** Heading towards Salem, take first exit after crossing the Macadam Bridge (Lake Oswego Exit #299A); get in the far right lane and turn right at the first opportunity (Gaines St.); go up the hill one block to Kelly Ave. and turn left; turn right on Bancroft St.; we are on the right hand corner of SW Kelly and Bancroft.

**Northbound I-5** Take the Corbett Ave. exit (#298); turn left onto Corbett Ave.; turn right at Bancroft St.; we are at the bottom of the hill, on the left corner.