



## Employment Application

We consider applicants for all positions on the basis of qualifications and without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability, genetic information, sexual orientation, and any other legally protected status.

**PLEASE fill in the form, save to your computer, and send as an email attachment**

Position(s) Applied For	Job number	Date of Application
Are you able to perform the essential requirements of the job with or without reasonable accommodations?    Yes                      No		Salary Requested
Have you ever applied with the Agency before?                      Yes              No		Availability: Full-time:  Part-time  Temporary/On Call:  Date available for work?
<i>If yes, please give date: _____</i>		
Have you ever been employed with the Agency before?    Yes              No		
<i>If yes, please give date: _____</i>		
Are you at least 18 years of age?                      Yes              No		
Are you legally qualified to work in the United States? (Proof of employment eligibility will be required upon hire).    Yes              No		

Last Name	First Name	Middle Initial (Any other name used)
Address		Phone #
City	State	Home:
	Zip	Work:
Email Address		Cell:

**EDUCATION** *The following education and experience information may be included and attached in the form of a complete resume. Complete all portions of the application not included on the resume. Attach additional paper if needed.*

High School Diploma/GED Certificate?    Yes                      No

Name of Institution	Location	Major / Minor	Degree/Certificate

*Describe honors received:*

*Summarize special skills and training not listed above (special training, licenses, certifications, computer skills, or other special skills you may have that are pertinent to the position you are applying for):*

*List professional, trade, business, or civil activities and offices held as they relate to the position for which you are applying. You may exclude memberships which may reveal sex, race, religion, national origin, age, or disability or other protected status:*

**EMPLOYMENT HISTORY:** Start with your present or most recent position, even if this information appears on your resume. Account for a ten-year period. Include periods between employers. Attach additional sheets if necessary.

May Boys & Girls Aid contact your past/present employers?    Yes                      No			
If no, please identify			
1. Last or Present Employer		Phone	Date started
Job Title			Date ended
Address		City                      State	Base Pay Start
Supervisor			Base Pay Final
Work Performed		Full Time	Part Time
		Reason for Leaving	
2. Previous Employer		Phone	Date started
Job Title			Date ended
Address		City                      State	Base Pay Start
Supervisor			Base Pay Final
Work Performed		Full Time	Part Time
		Reason for Leaving	
3. Previous Employer		Phone	Date started
Job Title			Date ended
Address		City                      State	Base Pay Start
Supervisor			Base Pay Final
Work Performed		Full Time	Part Time
		Reason for Leaving	
4. Previous Employer		Phone	Date started
Job Title			Date ended
Address		City                      State	Base Pay Start
Supervisor			Base Pay Final
Work Performed		Full Time	Part Time
		Reason for Leaving	
5. Previous Employer		Phone	Date started
Job Title			Date ended
Address		City                      State	Base Pay Start
Supervisor			Base Pay Final
Work Performed		Full Time	Part Time
		Reason for Leaving	

**SPECIAL SKILLS & QUALIFICATIONS** Summarize special job-related skills and qualifications acquired from employment or other experience you feel may be helpful to us in considering your application.

**REFERENCES OTHER THAN SUPERVISORS NAMED ABOVE** (Professional references that are not related to you.)

name	name	name
title/position	title/position	title/position
company	company	company
address	address	address
email	email	email
telephone	telephone	telephone

**HAVE YOU EVER BEEN CONVICTED OF A CRIME?** Yes No If yes, attach a statement giving full explanation. (Exclude those cases contained within an expunged juvenile record and minor traffic violations.) Conviction does not necessarily disqualify you from further consideration or employment. The Agency routinely requires criminal record checks as a condition of employment. (If hired, a CRIMINAL HISTORY CHECK will be conducted.) If you have lived outside of Oregon within the past 5 years, list states of residence:

**DMV INFORMATION** Some positions require a valid driver's license and proof of adequate insurance. Additionally, a driving record check will be conducted. Staff members may be asked to drive Agency-owned vehicles.

Do you have a valid driver's license? Yes No State Issued \_\_\_\_\_

Can you drive a standard (stick) shift vehicle? Yes No

Have you ever driven or are you able to drive a large vehicle, such as a 12-passenger van? Yes No

**APPLICANT CERTIFICATION** I hereby certify that this application and resume, if attached, contain no misrepresentations or falsifications, are complete to the best of my knowledge and belief and that I have not knowingly withheld any information relative to my application. I understand that misrepresentation or omission of facts called for in this application are cause for rejection of the application and/or dismissal from employment. I further understand that, if accepted for employment, any misrepresentation or material omission which becomes known to Boys & Girls Aid, may result in immediate termination of my employment.

I authorize Boys & Girls Aid to make any necessary and appropriate investigations to verify the information contained herein. I authorize all previous employers, supervisors and educational institutions to give Boys & Girls Aid's representative's any and all information regarding my previous employment and educational background. I release Boys & Girls Aid, and all previous employers, supervisors, and educational institutions from liability for any damages that may result from furnishing information to Boys & Girls Aid.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Return completed application to:  
Boys & Girls Aid  
018 SW Boundary Court  
Portland OR 97239  
[humanresources@boysandgirlsaid.org](mailto:humanresources@boysandgirlsaid.org)

Print Name \_\_\_\_\_ Phone # (503) 222-9661 Fax # (503) 224-5960  
Current job postings are available online at [www.boysandgirlsaid.org](http://www.boysandgirlsaid.org)

If invited for an interview, applications submitted electronically will need to be signed

Revised January 2010