

EMPLOYMENT HISTORY:

Provide the following information on your current and past employment, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). DO NOT answer any section with "See Résumé." Explain any gaps in employment in the comments section below.

EMPLOYER	TELEPHONE	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
ADDRESS		FROM	TO	
		HOURLY RATE/SALARY		
JOB TITLE		STARTING		
IMMEDIATE SUPERVISOR/TITLE		\$	PER	
REASON FOR LEAVING		HOURLY RATE/SALARY		
		FINAL		
MAY WE CONTACT FOR REFERENCE <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		\$	PER	
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MAY WE CONTACT FOR REFERENCE <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		\$	PER	

COMMENTS: (INCLUDING EXPLANATION OF GAPS IN EMPLOYMENT)

EMPLOYMENT HISTORY *continued*

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COMMENTS: (INCLUDING EXPLANATION OF GAPS IN EMPLOYMENT)

SKILLS AND QUALIFICATIONS: Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

ADDITIONAL INFORMATION: *This section is optional.*

List professional, trade, business, or civic associations and any offices held

Exclude information which would reveal sex, race, religion, national origin, age, color, disability or any other protected class.

List special accomplishments, publications, awards, etc.

Exclude information which would reveal sex, race, religion, national origin, age, color, disability or any other protected class.

List any additional information you would like us to consider.

REFERENCES:

List name and telephone number of three (3) business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are *not* related to you.

NAME	TELEPHONE	YEARS KNOWN

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand false statements, omissions or misrepresentations are grounds for rejection of my application, or dismissal if employed.

I hereby authorize all former employers, academic institutions and references to verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

I understand that the Mid-Columbia Center for Living practices a drug free work environment, and that following a job offer I am subject to a Pre-Employment Drug Screen. I also understand that I may be subject to a Criminal History Check as required by ORS 181.536 – 181.537 and in accordance with OAR 410-007-0200 – 410-007-0380.

I understand that, if hired, employment at the Mid-Columbia Center for Living is “at will,” which means that either I or the MCCFL can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no manager or supervisor of the company, other than the Executive Director has any authority to alter the foregoing.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I acknowledge that I have read, understand and agree to these terms.

Signature of Applicant: _____

Date: _____