An Equal Opportunity Employer

Employment Application

Incomplete information could disqualify you from further consideration.
To qualify for employment, you must pass a criminal background, sex offender registration, and child abuse registry check through the Oregon Background Check Unit.
For additional information please visit:
https://apps.state.or.us/Forms/Served/me0301qed.pdf

This is a fillable Word document. Please type your information in the spaces provided below and the box will expand to accommodate. Email the completed application to
HR@LibertyHouseCenter.org**.**

Job Applied For _____ Today's Date _____

Employment Status Sought: Full-time ☐ Part-time ☐ Temporary ☐

When are you available for employment? _____

PERSONAL INFORMATION

Name		Home Phone	
Address		Cell Phone	
City		E-mail	
State		Zip Code	

Are you at least 18 years old? Yes ☐ No ☐

Are you eligible to work in the U.S.? Yes ☐ No ☐

Do you hold a valid driver's license? Yes ☐ No ☐

Can you work evenings? Yes ☐ No ☐

Can you work overtime, including weekends? Yes ☐ No ☐

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? Yes ☐ No ☐

EDUCATION	Name and location of school	No. of yrs. Attended	Degree Received	Major Subject
High School				
College or University				
College or University				

EMPLOYMENT HISTORY Provide your last seven years of employment history, including periods of unemployment, starting with your most recent job or period of unemployment. *Incomplete information could disqualify you from further consideration.*

Employer Name		Supervisor Name and Title	
Address		Phone	
Dates Employed From: To:	Position Held	Reason for Leaving May we contact this employeer? Yes No	
Duties:			

Employer Name		Supervisor Name and Title	
Address		Phone	
Dates Employed From: To:	Position Held	Reason for Leaving May we contact this employeer? Yes No	
Duties:			

Employer Name		Supervisor Name and Title	
Address		Phone	
Dates Employed From: To:	Position Held	Reason for Leaving May we contact this employeer? Yes No	
Duties:			

Employer Name		Supervisor Name and Title	
Address		Phone	
Dates Employed From: To:	Position Held	Reason for Leaving May we contact this employeer? Yes No	
Duties:			

Please describe your computer skills. In which programs are you proficient (e.g. Word, Excel)?

Do you have any other special skills, experience and/or training that would enhance your ability to perform the position applied for? Yes ☐   No ☐ If yes, please explain.

Are you fluent in any language other than English? Yes ☐   No ☐ If yes, please explain.

REFERENCES Give the names of three persons not related to you, whom you have known at least three years.

Name	Phone	E-mail	Company	Years Known

<u>Please read the following carefully before signing.</u>

I certify that, to the best of my knowledge, the information contained in this application is true and complete. I understand that my employment may be denied or terminated if I provide false, misleading, or incomplete information during the hiring process or my employment.

I understand that, if I am hired, I must produce applicable documents confirming my identity and showing that I am lawfully authorized to work in the United States, in accordance with the Immigration Reform and Control Act of 1986, as amended.

I understand and agree that my prior employers, educational institutions, and other references, may be contacted by Liberty House. These references are authorized to give Liberty House any and all pertinent information they may have. I release all persons or entities involved, including Liberty House, from all liability arising from this contact and provision of information.

I agree to submit to any post-offer, pre-employment testing or physicals, as required by Liberty House.

I authorize Liberty House to conduct a criminal history check after an initial interview or conditional offer of employment and understand that unexpunged criminal convictions may be considered by Liberty House in making hiring decisions.

I agree to conform to all Liberty House policies, rules, and procedures.

Furthermore, I understand and agree that nothing contained in this employment application, the granting of an interview, or in the offer of employment creates a contract for employment between Liberty House and myself. If an employment relationship is established, I understand that, unless specifically limited in an express, formally executed contract, I have the right to terminate my employment at any time and for any reason and Liberty House has the same right.

Signature _____ Date _____