

The Arc of Multnomah-Clackamas
EMPLOYMENT APPLICATION



Personal Data

Name		Social Security Number
Address		Home Phone
City	State	Zip
		Work Phone

Position Applying For: _____

Work Experience

Describe all prior work experience. Unpaid and volunteer work may be included. Attach additional sheet if necessary. If you held more than one position with the same employer, list each separately.

Present or last position	Employer	Address	From: _____
	Your Title	Supervisor's Name & Telephone	Month/Yr.
	Duties (be specific)		To: _____
			Month/Yr.
			Hrs./Wk. _____
	Reason for leaving:		Last Salary: _____
May we contact this employer: <input type="checkbox"/> yes <input type="checkbox"/> no			(Monthly)

Employer	Address	From: _____
Your Title	Supervisor's Name & Telephone	Month/Yr.
Duties (be specific)		To: _____
		Month/Yr.
		Hrs./Wk. _____
Reason for leaving:		Last Salary: _____
May we contact this employer: <input type="checkbox"/> yes <input type="checkbox"/> no		(Monthly)

Employer	Address	From: _____
Your Title	Supervisor's Name & Telephone	Month/Yr.
Duties (be specific)		To: _____
		Month/Yr.
		Hrs./Wk. _____
Reason for leaving:		Last Salary: _____
May we contact this employer: <input type="checkbox"/> yes <input type="checkbox"/> no		(Monthly)

Education and Training

Do you have a high school diploma or a GED certificate? Yes No
 Colleges, military, trade, business or other schools attended.

Name & Location	Course of Study	Dates Attended	Graduated		Major
			Yes	No	

If you are not a U.S. citizen, do you have a permit to work in the United States? Yes No

Have you ever been convicted of a felony? Yes No

(a conviction will not necessarily exclude you from the selection process) If "yes," please explain (type of felony, sentence, date, state, etc.):

References: (other than relatives)

Name	Telephone	Relationship

The Arc of Multnomah-Clackamas is an equal opportunity employer and does not discriminate on the basis of sex, age, race, color, religion, national origin, marital status, sexual orientation, disability or veteran status.

I hereby certify that all statements made in this application are true. I agree and understand that any false statements of facts herein may cause forfeiture of employment. I authorize previous employers and references to release information as necessary to verify my qualifications for employment. I release The Arc of Multnomah-Clackamas and all previous employers and supervisors from liability for any damages that may result from furnishing information to The Arc of Multnomah-Clackamas.

I understand and agree that, if hired, my employment is for no definite period and may be terminated by myself or The Arc of Multnomah-Clackamas at anytime without prior notice.

Date: _____ Signature: _____

Affirmative Action Information

The Arc of Multnomah-Clackamas is dedicated to a policy of equal opportunity in employment without regard to race, religion, sex, national origin, age, sexual orientation, veteran or handicap status.

The following information is necessary for The Arc of Multnomah-Clackamas to evaluate its hiring practices and to prepare reports required by law for the State and Federal Government. This information is voluntary and will not be considered in any part of the selection process.

Ethnic Background: Check one only

White Black Hispanic Native American/
Alaskan Native Asian or
Pacific Islanders

Gender: Male Female

Date of birth: _____

Veteran status: Disabled Veteran

Vietnam era veteran

Handicap status: Yes No