

**APPLICATION FOR EMPLOYMENT**

Central Oregon Collective is an equal opportunity employer and maintains a consistent policy prohibiting unlawful discrimination in employment. The company’s policy is to not discriminate against any applicant for employment because of age, religion, color, national origin or ancestry, marital status, disability, or any other protected status with respect to hiring, promotion, demotion, transfer recruitment, terminations salary level or other forms of compensation or any other term or condition of employment. Our organization complies to the fullest extent with all applicable state, federal and local laws governing equal employment opportunity and discrimination in the workplace. Central Oregon Collective will make every effort to meet a request for disability accommodation. If you require accommodation to participate in our application process, please contact our office.

This company is an at-will employer as allowed by applicable state law. This means that regardless of any provision in this application, if hired, the company may terminate the employment relationship at any time, for any reason, with or without cause or notice.

*Please answer all questions fully and accurately. Resumes are not a substitute for a completed application. No action can be taken on this application until all questions are completed.*

**PLEASE PRINT**

Position applied for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Today’s date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employment status sought: Full-time  Part-time  Weekends  On Call

Shifts willing to work Days  Nights (NOC)  Are you willing to work overtime? Yes  No

Are you able to travel if required? Yes  No  Can you work a 12 hour shift? Yes  No

Have you previously applied for employment with or worked for this company? Yes  No

If yes, when and where did you work or apply? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where did you hear about us? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When are you available for employment? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Data**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Name First Name Middle Initial

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address City State Zip Code

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address (if different from Street Address) City State Zip Code

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address

Are you at least 18 years of age or older? Yes \_\_\_ No\_\_\_

**\*\* Please be aware that ALL positions require a criminal history background and driving record checks \*\***

Are you eligible to work in the United States for any employer? …………………….. Yes  No

Do you have any commitments or agreements with another employer which might affect your employment here? Yes  No

If yes, please explain:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- |
| **EDUCATION** | | | | |
| **School Type**  **Degree | Major** | | **Name, Address, City/State** | **Number of Years Completed** | **Graduated Y/N** |
| **High School** | |  |  |  |
|  |  |  |  |  |
| **College** | |  |  |  |
|  |  |  |  |  |

**SPECIALIZED TRAINING**

Please describe your interest in working for us and the job related experiences, skills, qualifications, and aptitudes that you feel qualify you for the position for which you are applying. You may wish to include vocational training, seminars or workshops you have attended, civic and community activities, professional societies in which you participate, licenses, certificates, publications, honors, professional designations or achievements, and other specialized training or skills.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SKILLS, KNOWLEDGE and CERTIFICATIONS**

Please check all skills or proficiencies that apply to you.

\_\_\_\_\_\_ Customer Service

\_\_\_\_\_\_ Ten-key \_\_\_\_\_\_ Outlook

\_\_\_\_\_\_ Keyboarding (Speed: \_\_\_\_\_\_\_\_ WPM) \_\_\_\_\_\_ Word

\_\_\_\_\_\_ Cash Handling \_\_\_\_\_\_ Excel

\_\_\_\_\_\_ CPR / First Aid Card Expiration Date \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ OIS Training

\_\_\_\_\_\_ Driver’s License Expiration Date \_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_ Other Certifications: Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Foreign Language\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Beginning \_\_\_\_ Intermediate \_\_\_\_ Advanced

**WORK HISTORY**

List names of employers in consecutive order **starting with most recent** **employer**. If self-employed, give firm name and supply business references. If you worked in any of the positions under another name, please give name(s). PLEASE LIST BOTH MONTH AND YEAR FOR DATES EMPLOYED.

May we contact your present employer? Yes  No

|  |  |  |  |
| --- | --- | --- | --- |
| Employer | | Supervisor | |
| Address | | | Phone |
| Dates Employed  From: To: | Position Held | | Reason for Leaving |

Duties: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| Employer | | Supervisor | |
| Address | | | Phone |
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Duties: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
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Duties: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Have you ever been dismissed by an employer?  Yes  No | If yes, please explain: |

**REFERENCES**

Please provide three references not already listed in this application and not related to you.

**Name Address Occupation Phone Yrs. Known**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Affidavit / Application Certification**

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 showing that I am lawfully authorized to work in the United States for any employer, in accordance with the Immigration Reform and Control Act of 1986, as amended.

I authorize Central Oregon Collective to contact any of my past employers and/or schools, and authorize my past employers and/or schools to furnish any information concerning my previous employment and/or education. I release Central Oregon Collective and all employers and schools from liability for any damages that may result from furnishing information to Central Oregon Collective. Additionally, I authorize Central Oregon Collective to obtain bond ability reports to determine employment eligibility.

I agree to submit to any post-offer, pre-employment testing or background checks, as required by Central Oregon Collective.

In the event of my employment, I agree to conform to the policies and procedures of Central Oregon Collective as set forth now or hereafter in any of their policy and/or procedure manuals or other communications.

I understand that this application in no way represents a contract of employment between me and Central Oregon Collective. I also understand that, if I am hired, the employment relationship will be at-will, which means that it may be terminated by Central Oregon Collective or me at any time, with or without cause, and with or without notice.

This application will be considered active for a maximum of ninety (90) days. If you wish to be considered for employment after that time, you must reapply.

I acknowledge and certify that I have read and understand the above statements and attest the information provided on the application is true, accurate, and complete.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_

*Applicant’s Signature Date*

**Application Submission (mail, fax, or email )**

*Central Oregon Collective*

*62070 27th Street*

*Bend, OR 97701*

541.388.3060 Bus

541.388.3163 Admin Fax

541.382.1844 HR Confidential Fax

Email: careers@inthecollective.com