



The Arc Benton
928 NW Beca Ave.
Corvallis, OR 97330
541-753-1711
www.arcbenton.org

Achieve with us.

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, sex, gender, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status.

(Please Print)

Position Applied For	Date of Application
Last Name	First Name and Middle Initial
Street Address	City, State, Zip
Mailing Address	City, State, Zip
Telephone Number	Email Address

Have you ever filed an application with us before? () Yes () No If yes, when? _____

Have you ever been employed with us before? () Yes () No If yes, when? _____

Are you currently employed? () Yes () No

May we contact your employer? () Yes () No

On what date would you be available for work?

What would ideal work days and hours be for you? _____

Please state any accommodations you may need for this position. _____

EMPLOYMENT EXPERIENCE

Have you ever had any job training in the United States military? () Yes () No

If yes, please describe _____

Start with your present or most recent job. Include any job-related military assignment service and volunteer activities. You may exclude organizations which indicate your race, color, religion, gender, national origin, handicap, or other protected status.

Employer	Employment Dates (From – To)	Job Title
Address		
Telephone	Hours worked / week	Supervisor
Reason For Leaving		
Job Duties		

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If you need additional space, please continue on a separate sheet of paper.

Briefly summarize job-related skills and qualifications acquired from employment or other experience:

EDUCATION

	High School	Undergraduate College/Univ.	Graduate/Professional
School Name and Location			
Years Completed	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree			
Course of Study			
Describe any special training, apprenticeship, skills, and extra-curricular activities			
Describe any honors you have received			
List any trade studies or certifications you have earned			

REFERENCES

List the name and contact information of three references who are not related to you, nor previous employers:

1. _____
2. _____
3. _____

For Administrative Use Only – Do Not Write In This Box

References Checked: 1 () 2 () 3 () Signed: _____

APPLICANT'S STATEMENT

As part of my application for employment at The Arc of Benton County, I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I therefore release all parties and persons connected with any request for information from all claims, liability, and/or damages for whatever reasons arising out of furnishing such information.

This application shall be considered active for a period of time not to exceed 30 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or conduct unless such change is specifically acknowledged in writing by an authorized executive.

In the event of employment, I understand that false or misleading information given in my application and/or interview may result in discharge. I understand also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date