



NAYA Family Center

5135 N.E. Columbia Blvd.

Portland, OR 97218

PH: 503-288-8177 FAX: 503-288-1260 WEB: www.nayapdx.org

APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, disability, veteran status, or membership in any other protected class.

PERSONAL	Last Name	First	Middle	Date
	Street Address			Home Telephone
	City, State, Zip			Business Telephone
	Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No			May we contact you at work?
	If "yes", when did you apply?			Social Security No.
	Position Desired			Pay Desired
	Are you applying to work <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Either?			Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you available to travel if the job requires it? <input type="checkbox"/> Yes <input type="checkbox"/> No			When will you be available to begin to work?
	Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No			Are you legally eligible for employment in the United States? Proof of identity and legal right to work will be required if hired. <input type="checkbox"/> Yes <input type="checkbox"/> No
	If you are under 18 years of age, can you provide proof of your eligibility to work?			
Driver's license number and state of issue (<i>required only if stated in job posting</i>):				
Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", please give date and reason for conviction:				
All positions at NAYA Family Center are subject to a criminal background check. Please note that a conviction alone will not bar you from employment at the NAYA Family Center. Each conviction will be reviewed with respect to the offense, circumstances, and position for which you apply.				
Other special training or skills (languages, computer, office skills, etc.)				

EDUCATION	School	Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate?	Degree or Diploma
	Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Business/Trade Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	

MILITARY	
Did you serve in the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "yes", in what Branch?
Describe any training received relevant to the position for which you are applying.	

PROFESSIONAL, TRADE, BUSINESS, OR CIVIC ACTIVITIES AND OFFICES HELD

You may exclude any organizations that indicate your race, color, religion, gender, national origin, disabilities, or other protected status.

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EMPLOYMENT

Please give an accurate, complete full-time and part-time employment record, including volunteer activities. Start with your present or most recent employer.
You may exclude any organizations that indicate your race, color, religion, gender, national origin, disabilities, or other protected status.

1	Company Name	Telephone
	Address	Employed (State month and year)
	Supervisor's Name	From: _____ To: _____ Weekly Pay
	State job title and describe your work:	Start: _____ End: _____ Reason for leaving
2	Company Name	Telephone
	Address	Employed (State month and year)
	Supervisor's Name	From: _____ To: _____ Weekly Pay
	State job title and describe your work:	Start: _____ End: _____ Reason for leaving
3	Company Name	Telephone
	Address	Employed (State month and year)
	Supervisor's Name	From: _____ To: _____ Weekly Pay
	State job title and describe your work:	Start: _____ End: _____ Reason for leaving
4	Company Name	Telephone
	Address	Employed (State month and year)
	Supervisor's Name	From: _____ To: _____ Weekly Pay
	State job title and describe your work:	Start: _____ End: _____ Reason for leaving

We may contact the employers listed above unless you indicate those you do not want us to contact.	DO NOT CONTACT
	Employer Number(s) _____ Reason _____

REFERENCES

Please do not include family members.

	Name	Address & Phone Number	Occupation
1			
2			
3			

N A Y A A C A D E M Y O N L Y	<p>If you are applying for a position within the NAYA Early College Academy, please complete this additional section. If you are not applying for a position within the NAYA Early College Academy, please proceed to the Signature section below.</p>
	<p>Are you interested in substituting? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>Please identify your certification and endorsements:</p>
	<p>Have you ever been disciplined by TSPC? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", please explain:</p>

S I G N I N G	<p style="text-align: center;">Applicant's Certification – Please read this carefully before signing the application.</p> <p>The information provided in this Application for Employment is true, correct, and complete. I understand that any misrepresentation or material omission on the application will result in my being eliminated from further consideration. I further understand that if employed, any misstatement or omission of fact on this application may result in my dismissal.</p> <p>I hereby authorize all previous employers and supervisors, including all persons with and for whom I have worked, to give the NAYA Family Center's representatives any and all information regarding me and my previous employment. I release the NAYA Family Center and all previous employers and supervisors from liability for any damages that may result from furnishing information to the NAYA Family Center.</p> <p>I hereby authorize the NAYA Family Center to investigate all matters the NAYA Family Center deems relevant to my employment, and authorize the NAYA Family Center to conduct a criminal background check.</p> <p>I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. I understand that all employees of the NAYA Family Center are considered to be "at will." This means that employment can be terminated, with or without cause, and with or without notice, at any time, at the option of the company or at the option of the employee. I further understand that no representative of the NAYA Family Center has any authority to enter into any agreement for employment for any specified period or to make any agreement contrary to the foregoing. I also understand that the NAYA Family Center reserves the right to change wages, hours, and working conditions as deemed necessary.</p> <p>In consideration of my employment, I agree to adhere to all existing and future instructions, rules, and policies of the NAYA Family Center.</p> <p>I have read and reviewed the above certification statements and other information provided in this application.</p>
	<p>_____</p>
	<p>Date</p>
	<p>_____</p>
	<p>Signature</p>