



# APPLICATION FOR EMPLOYMENT

United Community Action Network  
 280 Kenneth Ford Drive  
 Roseburg, OR 97470  
 (541) 492-3913

*UCAN is an Equal Opportunity Employer and Provider*

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

*All things being equal or comparable between job applicants, current or past program clients or Head Start parents will be given preference for UCAN vacancies.*

**DIRECTIONS: Answer every question. If a question is not applicable to you, enter NA (not applicable). Resumes may be attached for reference only.**

Last Name		First Name		Middle Name		Position Applied For					
Street				City		State	Zip		Date of Application		
Mailing Address				City		State	Zip				
Primary Phone			Secondary Phone			Email Address					
Do you have a valid Drivers' License? (if required for the position)			Do you have a valid Oregon Commercial Drivers' License with Medical Card and Passenger Endorsement?				Do you have a Criminal History Registry Number? (Include a copy of your letter with this application)				
<input type="radio"/> Yes	Issuing State		<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	Number		Expiration Date			
<input type="radio"/> No			<input type="radio"/> No		<input type="radio"/> No						

If necessary, the best time to call you is		Best Phone <input type="radio"/> Primary <input type="radio"/> Secondary	What is your desired salary or hourly rate of pay?		Type of employment desired <input type="checkbox"/> Full-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary			
May we contact you at work? If <b>yes</b> , work number and best time to call <input type="radio"/> Yes <input type="radio"/> No				Will you travel if the job requires it? <input type="radio"/> Yes <input type="radio"/> No				
Have you ever been employed here before? If <b>yes</b> , give dates <input type="radio"/> Yes <input type="radio"/> No				Will you work overtime if required? If <b>no</b> , explain <input type="radio"/> Yes <input type="radio"/> No				
Are you legally eligible for employment in this country? <input type="radio"/> Yes <input type="radio"/> No			Are you a former UCAN client or Head Start parent? <input type="radio"/> Yes <input type="radio"/> No			Date available for work		

# EMPLOYMENT HISTORY

Starting with your most recent employer, list your last five (5) employers.

Employer		Telephone #		Dates employed
Address		City	State	Starting wage
Starting job title		Final job title		Ending wage
Immediate Supervisor and title (for most recent position held)		May we contact this employer for reference?		
		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Later		
		Contact email:		
Why did you leave?				
Summarize the type of work performed and job responsibilities				
What did you like most about your position?				
What were the things you liked least about your position?				

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Address		City	State	Starting wage
Starting job title		Final job title		Ending wage
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		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Later		
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		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Later		
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Address		City	State	Starting wage
Starting job title		Final job title		Ending wage
Immediate Supervisor and title (for most recent position held)		May we contact this employer for reference?		
		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Later		
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Address		City	State	Starting wage
Starting job title		Final job title		Ending wage
Immediate Supervisor and title (for most recent position held)		May we contact this employer for reference?		
		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Later		
		Contact email:		
Why did you leave?				
Summarize the type of work performed and job responsibilities				
What did you like most about your position?				
What were the things you liked least about your position?				

Please tell us about any volunteer experience you may have had (include dates and places)

Explain any gaps in your employment, other than those due to personal illness, injury or disability

If not addressed above, have you ever been fired or asked to resign from a job? If **yes**, please explain

Yes  
 No

## SKILLS AND QUALIFICATIONS

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying

Computer skills – include software titles and years of experience in each category

Word Processing	Yrs Exp	Internet	Yrs Exp
Spreadsheet	Yrs Exp	Email	Yrs Exp
Presentation	Yrs Exp	Other software	

## EDUCATIONAL BACKGROUND

Starting with your most recent school attended, provide the following information. For teaching positions, include transcripts with this application.

Name of School Attended	Years Completed	Degree or Diploma

## REFERENCES

List names and telephone numbers of three (3) business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name and title (if applicable)	Relationship to you	Email address	Telephone	# of yrs known

## RELATED INFORMATION

To what job-related organizations (professional, trade, etc.) do you belong?

*Exclude memberships that would reveal race, color, religion, sex, national origin, genetic information, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard or any other similarly protected status*

Organization(s) and Office(s) Held

List special accomplishments, publications, awards, etc.

*Exclude accomplishments that would reveal race, color, religion, sex, national origin, genetic information, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard or any other similarly protected status*

Is there any other job-related information you would like us to know about?

### **Applicant Statement**

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references, employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

Employment by UCAN is at will and is at the mutual consent of the employee and the employer. Consequently, either the employee or the employer can terminate the employment relationship at any time, with or without advance notice. The application does not constitute an agreement or contract for employment for any specified period or definite duration. I

understand no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employers Executive Director.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I9 Form in this regard.

UCAN does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his/her sex, race, color, religion, national origin, genetic information, citizenship, age, disability or any other protected status under local, state or federal law. Likewise, UCAN does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, genetic information, age disability, or any other protected status. Harassment of our employees is strictly prohibited; whether it is committed by a manager, co-worker, subordinate or non-employee. UCAN takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information by me that is found to be false, incomplete or misrepresented in any respect will be sufficient cause to i) eliminate me from further consideration for employment or ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

I certify that I have read, fully understand and accept all terms of this Applicant Statement.

I understand that I am required to submit a complete application, and that my failure to do so may result in disqualification from consideration for the position.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_