



NE 85<sup>th</sup> and Sandy Blvd. • PO Box 20008 • Portland, OR 97294 • Gift Shop Phone: 503-261-2424 • Fax: 503-254-7948  
www.thegrotto.org

## Application for Employment

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.

Please print clearly.

Position applied for \_\_\_\_\_ Date of application \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Referral source:       Internet                       Employee                       Relative  
                                  Walk-in                       Newspaper                       Employment Agency  
                                  Other \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone (\_\_\_\_\_) \_\_\_\_\_ Birthdate \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Email \_\_\_\_\_

Have you submitted an application to The Grotto before?     Yes     No                      If yes, give date(s) \_\_\_\_\_  
Have you ever been employed at The Grotto before?         Yes     No                      If yes, from \_\_\_\_\_ to \_\_\_\_\_  
Have you ever volunteered at The Grotto before?             Yes     No                      If yes, from \_\_\_\_\_ to \_\_\_\_\_  
Date available for work \_\_\_\_\_                      Are you legally eligible for employment in the USA?     Yes     No  
Type of employment desired:     Full-Time                       Part-Time                       Temporary  
Have you ever been convicted of a crime?     Yes     No                      If yes, explain \_\_\_\_\_

### Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may qualify you for the position you are seeking.

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

## References

List names and phone numbers of three businesses/work references who are NOT related to you.

If not applicable, list three names and phone numbers of three school or personal references who are not related to you.

Name	Phone	Work relationship	Years known
_____	(____) _____	_____	_____
_____	(____) _____	_____	_____
_____	(____) _____	_____	_____

## Education

Highest level of education received:  High School Diploma  Some College Classes  Associates Degree  
 College Degree  Post Graduate Studies

## Employment History

Employer \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Your Job Title \_\_\_\_\_ Dates employed: from \_\_\_\_\_ to \_\_\_\_\_  
Job description/responsibilities \_\_\_\_\_  
Salary or Hourly Rate \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
May we call this employer for a reference?  Yes  No

Employer \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Your Job Title \_\_\_\_\_ Dates employed: from \_\_\_\_\_ to \_\_\_\_\_  
Job description/responsibilities \_\_\_\_\_  
Salary or Hourly Rate \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
May we call this employer for a reference?  Yes  No

Employer \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Your Job Title \_\_\_\_\_ Dates employed: from \_\_\_\_\_ to \_\_\_\_\_  
Job description/responsibilities \_\_\_\_\_  
Salary or Hourly Rate \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
May we call this employer for a reference?  Yes  No

If applicable, please explain any gaps in your employment history of the last ten years.

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I understand that if I am employed by The Grotto, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from The Grotto's service, whenever it is discovered.

I give The Grotto the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability The Grotto and its representatives for seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information.

I understand The Grotto will request a criminal background check on me.

The Grotto does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state, or federal law.

This application is current for six months. At the conclusion of this time, if I have not heard from The Grotto and still wish to be considered for employment, it will be necessary to fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice; The Grotto reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of The Grotto, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand it is The Grotto's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant \_\_\_\_\_

Today's Date \_\_\_\_\_