



ABC House

Application for Employment

Community Prevention Coordinator

ABC House is an Equal Opportunity Employer. We will make every effort to meet a request for disability accommodation. If you require accommodation to participate in our application process, please contact us at 541.926.2203 or via email at hr@abchouse.org.

INSTRUCTIONS

Answer each question fully and accurately. If you need additional space, please continue your answer(s) in a separate document. Please email completed application with accompanying cover letter to hr@abchouse.org, with the subject line "Application for CPC".
Incomplete applications or applications without cover letters will not be considered.

PERSONAL INFORMATION

First Name	Middle Name	Last Name
Street Address	City, State	Zip Code
Telephone Number	Email Address	

Are you at least 18 years of age? Have _____

you applied to ABC House before? _____

If yes, when?

Are you eligible to work in the United States?

Do you speak Spanish? _____

If so, what is your level of fluency?

When are you available to begin work? _____

Do you have a valid driver's license _____ and access to a working, insured vehicle?

EDUCATION

Name, Address/Location of School	Highest Grade Completed	Did you Graduate?
High School:		
College or University: Degree sought:		
Additional Education or Vocational/Technical Training:		

<u>Qualifications, Professional Certifications, & Special Skills</u>

WORK HISTORY

List names of employers in consecutive order with present or most recent employer listed first. If self-employed, give firm name and supply business references. If you worked in any of the positions under another name, please provide name(s). Please give Month and Year for start and end dates

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

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

Duties:

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

Duties:

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

Duties:

REFERENCES

Please list at least three professional references.

Name	Email	Phone	Yrs. Acquainted	Occupation/Title

AFFIDAVIT

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

I understand and agree that my prior employers, educational institutions, and other references, listed or not listed on this application, may be contacted by ABC House. These references are authorized to give ABC House any and all pertinent information they may have. I release all persons or entities involved, including ABC House, from all liability arising from this contact and provision of information.

I agree to submit to any post-offer, pre-employment testing or physicals, as required by ABC House.

I authorize ABC House to conduct a criminal history check after an initial interview or conditional offer of employment and understand that unexpunged criminal convictions may be considered by the Company in making hiring decisions.

I agree to conform to all ABC House’s policies, rules, and procedures.

Furthermore, I understand and agree that nothing contained in this employment application, the granting of an interview, or in the offer of employment creates a contract for employment between the Company and myself. If an employment relationship is established, I understand that, unless specifically limited in an express, formally executed contract, I have the right to terminate my employment at any time and for any reason and the Company has the same right.

Name (printed) _____

Signature _____ Date _____

Attach:

Cover Letter (required)

Resume (optional)