



Helping families in need stay warm and safe

Application Instructions

1. Thank you for applying with Oregon Energy Coordinators Association (OECA). Please ensure that you have secured a copy of the job description of the position for which you are applying and that you are qualified for that position. Qualifications are listed on the job description. OECA accepts applications for open positions only. Visit www.warmandsafenow.com for a listing of open positions. Job descriptions are included with the listing.
2. Complete the job application in full. Incomplete applications cannot be accepted.
3. Submit the application, your resume, and a cover letter stating why you are interested and qualified for the position to Oregon Energy Coordinators Association via email.

Jim Dawson
Oregon Energy Coordinators Association
945 Columbia St NE
Salem Oregon 97301
jdawson@warmandsafenow.com
503.990.8221
503.990.8956 fax

APPLICATION FOR EMPLOYMENT

Oregon Energy Coordinators Association (OECA) is an equal opportunity employer and maintains a consistent policy prohibiting unlawful discrimination in employment. The organization's policy is not to discriminate against any applicant for employment because of age, religion, color, national origin or ancestry, marital status, disability, or any other protected status with respect to hiring, promotion, demotion, transfer recruitment, terminations, salary level or other forms of compensation or any other term or condition of employment. Our organization complies to the fullest extent with all applicable state, federal and local laws governing equal employment opportunity and discrimination in the workplace. OECA will make every effort to meet a request for disability accommodation. If you require accommodation to participate in our application process, please contact our office.

INSTRUCTIONS

Answer each question fully and accurately. If you need additional space, please continue your answer(s) on a separate sheet of paper. No action can be taken on this application until all questions have been answered. PLEASE PRINT

Position applied for _____ Today's date _____

Employment status sought: Full-time Part-time Temporary

Are you able to travel if required? Yes No

When are you available for employment? _____

PERSONAL DATA

_____ Last Name First Name Middle Initial

_____ Present Street Address City State Zip Code

_____ Telephone Number E-Mail Address

Have you ever worked or volunteered with OECA? Yes No When/What? _____

Have you ever worked or volunteered for a Community Action Agency in Oregon? Yes No
When/What agency? _____

**Please be aware that some positions also require Criminal History checks, background checks, and driving record checks. A record of the above offenses does not necessarily result in denial of employment. Each application will be reviewed to assess the relevancy of an arrest, a pending criminal charge, or a conviction.

Are you eligible to work in the United States? Yes No

Do you have any commitments or agreements with another employer which might affect your employment here? Yes No

If yes, please explain: _____

EDUCATION

_____ Name, Address and Location of School Years Completed Graduated? (Y or N)

High School: _____

College or University: _____

College Major: _____

Degree: _____

WORK HISTORY

List names of employers in consecutive order with present or last 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 give name(s). PLEASE LIST BOTH MONTH AND YEAR FOR DATES EMPLOYED.

Employer	Supervisor	Hourly Salary Rate Start: _____ End: _____
Address		Phone
Dates Employed From: _____ To: _____	Position Held	Reason for Leaving

Duties: _____

May we contact your present employer? Yes No

Employer	Supervisor	Hourly Salary Rate Start: _____ End: _____
Address		Phone
Dates Employed From: _____ To: _____	Position Held	Reason for Leaving

Duties: _____

Employer	Supervisor	Hourly Salary Rate Start: _____ End: _____
Address		Phone
Dates Employed From: _____ To: _____	Position Held	Reason for Leaving

Duties: _____

Employer	Supervisor	Salary Start: _____ End: _____
Address		Phone
Dates Employed From: _____ To: _____	Position Held	Reason for Leaving

Duties: _____

REFERENCES

Give two references, not already listed in this application and not related to you.

Name	Address	Occupation	Phone	Yrs. Known
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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. _____
(initial here)

I understand that, if I am hired, I must produce applicable documents 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.

(initial here)

I authorize OECA to contact any of my past employers and/or schools, and authorize my past employers and/or schools to furnish any information concerning my previous employment and/or education. I release OECA and all employers and schools from liability for any damages that may result from furnishing information to OECA. Additionally, I authorize OECA to obtain bond ability reports to determine employment eligibility. _____

(initial here)

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

(initial here)

In the event of my employment, I agree to conform to the policies and procedures of OECA as set forth now or hereafter in any of their policy and/or procedure manuals or other communications. _____

(initial here)

I understand that this application in no way represents a contract of employment between me and OECA. I also understand that, if I am hired, the employment relationship will be at-will, which means that it may be terminated by OECA or me at any time, with or without cause, with or without notice. _____

(initial here)

I acknowledge that I have read and understand the above statements.

Applicant's Signature

Date