



**APPLICATION FOR EMPLOYMENT**

**(Please type or print in ink)**

**An Equal Opportunity Employer**

Date \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Job # \_\_\_\_\_ Position \_\_\_\_\_ Date Available for work: \_\_\_\_\_

**Employment History** (Please complete this section even if you plan to attach a resume)

Begin with most recent position.

Employer: \_\_\_\_\_ Position held: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Immediate Supervisor and title: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Salary: \_\_\_\_\_

Job Summary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Position held: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Immediate Supervisor and title: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Salary: \_\_\_\_\_

Job Summary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Position held: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Immediate Supervisor and title: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Salary: \_\_\_\_\_

Job Summary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Please list other work experience related to the position on an attached RESUME or additional sheet.**

## EDUCATIONAL HISTORY

Institution and Location	Area of Specialization	Number of Years Completed Or Degree Conferred
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

### OTHER SKILLS & QUALIFICATIONS

**List number of years experience in box to the right of each item. (Related to the position applying)**

COMPUTER	yrs	RESEARCH	yrs	OTHER SKILLS	yrs	CLERICAL	yrs
<b>Typing speed:</b>		<b>Data Collection:</b>		<b>Writing:</b>		General Office	
<b>10-Key speed:</b>		Interviewing: Personal		Grant Writing		Paper Files Mgt	
<b>Data Entry</b>		Telephone		Report/Technical			
PC		Phone Intr. Software		Brochures, Newsletters		Budget Management	
MAC		Telephone Recruitment		Editing			
Unix		Scheduling		Proofreading		<b>Bookkeeping:</b>	
Network		Coding:		APA Format		Accounting	
		Observation				Fullcycle	
<b>Software:</b>		Research Design		Public Speaking		General Ledger	
Word Processing		Programming		Presentation Skills		Accounts Receivable	
*List		<b>Statistical Packages:</b>				Accounts Payable	
		SPSS		Research Mgt		Payroll	
Database: (*List)		BMDP		Admin Management			
		SAS		Supervision		<b>Reception:</b>	
Spreadsheet: (*List)		S-plus		Recruitment		# of Incoming Lines	
		SEM software (*List)		Team Facilitation		Public Contact	
				Training			
Graphics: (*List)		Other: (*List)				<b>Other:</b>	
		<b>Data Analysis:</b>		Client Confidentiality		Babysitting	
		Quantitative		Type of setting:			
		Qualitative		Clinical Work			

\*List: Specify Program (software) Name AND version #.

## Computer Skills Code Sheet

Please indicate your skills, version number (where applicable), number of years experience, and whether your usage was light (**l**), moderate (**m**), or heavy (**h**).

\_\_\_\_ I am familiar with the general use and operation of a computer.

<b>Computer Skills:</b>	<b>Version</b>	<b># of Years</b>	<b>Usage (light, moderate ,heavy)</b>
Microsoft Windows			
Macintosh			
Unix			
<b>Network Use:</b>			
Shared Printers			
Shared Drives			
<b>Computer Programs:</b>			
Microsoft Word			
Microsoft Excel			
Microsoft Access			
Microsoft PowerPoint			
Microsoft Outlook			
WordPerfect for Windows			
Paradox			
Crystal Reports			
PageMaker			
Visio			
SPSS Win			
SPSS Unix			
Other Software (Please List)			

## REFERENCES

**1. Persons with whom or for whom you have worked:** (Other than already listed)

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_ Phone: \_\_\_\_\_

**2. Character references**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_ Phone: \_\_\_\_\_

## PERSONAL COMMENT

Please write a paragraph or two describing why you believe you would be a good candidate for the job in which you are applying. If you have any skills or interests that are not reflected in the information above, please mention them. If you have had a break in work experience, please explain. If you have a resume and/or letter(s) of recommendation, please attach them to this application.

**PLEASE NOTE:** Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment and identity within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

**APPLICANT’S CERTIFICATION AND AGREEMENT**

1. I understand that consideration for employment is contingent on the results of a reference and employment background check. I authorize Oregon Research Institute to investigate the truthfulness of all statements made on this application and to contact my former employers, other listed references, or any other persons who can verify information. I further authorize Oregon Research Institute to discuss the results of any investigation with all of their employees who are involved in the hiring process. I further authorize all contacted persons and former employers to provide information concerning this application, my background and suitability for employment and I release each such persons and former employers from liability for providing such information.

**Exceptions** \_\_\_\_\_  
\_\_\_\_\_

2. I certify that the information contained in this application is correct to the best of my knowledge, and understand that falsifications and/or omissions in any detail is grounds for disqualification from consideration for employment or if hired, for dismissal from employment. I further understand that if hired, my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either myself or the company. I further understand that no recruiter or interviewer or other representative of Oregon Research Institute, other than the appointed hiring personnel, has any authority to enter into any agreement for employment for any specified period of time.

3. I understand that, due to the nature of research grant funding, if I am employed, the length of my employment cannot always be guaranteed.

4. I understand that failure to sign this agreement nullifies my application for employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

JOB# \_\_\_\_\_

Oregon Research Institute is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race and ethnicity. Submission to this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and will only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Race:

\_\_\_\_ White

\_\_\_\_ Black/African American

\_\_\_\_ Asian/ Pacific Islander

\_\_\_\_ American Indian/Alaskan Native

\_\_\_\_ Hispanic

Sex:        \_\_\_\_ Male \_\_\_\_ Female

Name \_\_\_\_\_