



# APPLICATION FOR EMPLOYMENT / VOLUNTEER WORK COMMUNITY SERVICE / JOB TRAINING

DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## PERSONAL INFORMATION

Name: \_\_\_\_\_  

First
Middle
Last

Home Address: \_\_\_\_\_  

Street
City
State
Zip

Mailing Address (If different): \_\_\_\_\_  

Street
City
State
Zip

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

## EMPLOYMENT OR VOLUNTEER POSITION DESIRED

**Position :** \_\_\_\_\_ Date you Can Start: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Job Type:**  EMPLOYMENT     VOLUNTEER WORK     COMMUNITY SERVICE     JOB TRAINING

Are you employed now?  NO  YES    If so, may we inquire of your present employer?  NO  YES

If you are hired, can you provide proof that you are authorized to work in the United States?  NO  YES

EDUCATION	Name and Location of School	# of Years Completed	Did you Graduate ?	Subjects, Degrees, Certificates and/or Licenses Received
High School		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate School		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade, Business or Correspondence School		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

### ADDITIONAL INFORMATION

Please use the space below to list any additional employers, periods of time not worked, or any other information that you believe we should know in considering your application.

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## EMPLOYMENT HISTORY:

LIST BELOW YOUR PREVIOUS EMPLOYERS OR EXPERIENCE, STARTING WITH THE MOST RECENT ONE FIRST.

<b>1.</b>	Company:		
Address:		City	State
Street			
Phone Number:	Employed From:	To:	Final Rate of Pay:
Position Held:	Essential Job Duties:		
Reason for Leaving:			
<b>2.</b>	Company:		
Address:		City	State
Street			
Phone Number:	Employed From:	To:	Final Rate of Pay:
Position Held:	Essential Job Duties:		
Reason for Leaving:			
<b>3.</b>	Company:		
Address:		City	State
Street			
Phone Number:	Employed From:	To:	Final Rate of Pay:
Position Held:	Essential Job Duties:		
Reason for Leaving:			

Are you able to perform essential functions of this job as described in the advertisement, announcement, job posting or interview process with reasonable or no accommodation?  NO  YES

If No, how can we help accommodate your specific special needs?

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Subjects of special study or research work:

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Please list any other skills or specific software you have experience using that are job related:

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*Please read carefully then initial by each of the following statements.*

*Sign your full name at the bottom as acknowledgement.*

Initial here	If I am enrolled as a volunteer, or assigned for community service or job training I understand that I am in no way promised a job in the future and are not to be paid by Rogue Retreat for my services.
Initial here	I will comply with all work-related requirements set forth by Rogue Retreat and show up for my scheduled shift.
Initial here	I understand that unless expressly informed otherwise, <b>if hired</b> I will be an “at will” employee and agree that the employment relationship can be terminated at any time, for any or no reason, with or without notice, by me or by Rogue Retreat.
Initial here	I understand that no manager or representative of Rogue Retreat, except the Executive Director or Administrative Director, has any authority to hire me or to enter into any employment contract and that all such employment paperwork must be in writing and signed by the Executive Director or Administrative Director and myself. I also understand that Rogue Retreat reserves the discretion to change, withdraw or interpret policies; including wages, hours, shifts or working conditions.
Initial here	I understand that Rogue Retreat is a drug free workplace and agree that, if requested, I must pass a drug screen and I understand that Rogue Retreat reserves the right to test employees for drugs and/or alcohol at random or if reasonable suspicion of use exists.
Initial here	I authorize Rogue Retreat to run a criminal or other background check. I understand that a criminal record will not necessarily disqualify me from employment or volunteer service.
Initial here	I authorize Rogue Retreat to conduct a thorough investigation of all statements contained herein or information provided during the application process, including all references listed, my employment record, education, and all other matters relating to my suitability for employment. I authorize the references I have listed to give Rogue Retreat any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release from all liability or responsibility Rogue Retreat, its agents, and all persons, companies or corporations providing information to Rogue Retreat about me.
Initial here	I certify that all answers to questions in this application and all additional information I may have submitted are true and complete to the best of my knowledge. I understand that giving false information, misrepresenting facts, and material omissions may be grounds for denial of employment or discharge, if hired.
Initial here	I give my permission for my likeness or photo to be used in all media for the purpose of advertising, marketing or news of Rogue Retreat Thrift Shop.

Applicant's Signature \_\_\_\_\_

Date signed        /        /

*We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on the basis of race, color, national origin, religion, age, gender, sexual orientation, gender identity, source of income, workers' compensation history, veteran status, marital status, family relations status, mental or physical disability or any status protected under applicable local, state or federal nondiscrimination laws. It is our intention that all applicants be given equal opportunity and that selection decisions are based on job-related factors. No applicant will be rejected as a result of a disability that, with reasonable accommodation, does not prevent performance of the essential job duties.*

**Any person needing reasonable accommodations in the application process should contact the Administrative Director at 541-499-0880.**