



# Native American Youth and Family Center

5135 NE Columbia Boulevard | Portland, Oregon 97218

P (503) 288-8177 | F (503) 288-1260 | www.nayapdx.org

# APPLICATION FOR EMPLOYMENT

*NAYA Family Center is an Equal Opportunity Employer.*

*Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, disability, veteran status, or membership in any other protected class.*

PERSONAL INFORMATION	
All fields are required	
Last Name First Middle	Date
Street Address	Email Address
City, State, Zip	Home Telephone
Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", when did you apply?	Business Telephone
Have you previously worked at NAYA Family Center? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No
Position(s) Desired	Pay Desired
Are you applying to work: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> On-Call (Please check all that apply)	Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you available to travel if the job requires it? <input type="checkbox"/> Yes <input type="checkbox"/> No	When will you be available to begin to work? (MM/DD/YYYY)
Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No If you are under 18 years of age, can you provide proof of your eligibility to work?	Are you legally eligible for employment in the United States? Proof of identity and legal right to work will be required if hired. <input type="checkbox"/> Yes <input type="checkbox"/> No
Driver's license number and state of issue ( <i>required only if stated in job posting</i> ):	
Do you have any relative, friends, or other persons with whom you have a significant relationship that currently works for NAYA? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", please list the name(s) of the person and describe your relationship to them:	
Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", please give date and reason for conviction:	

All positions at NAYA Family Center are subject to a criminal background check. Please note that a conviction alone will not bar you from employment at the NAYA Family Center. Each conviction will be reviewed with respect to the offense, circumstances, and position for which you apply.

## EDUCATION

Complete all applicable fields

School	Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate?	Degree or Diploma
Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Currently Attending	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Currently Attending	
Business/Trade/ Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Currently Attending	
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Currently Attending	

## LICENSES AND CERTIFICATES

Please list any relevant licenses and/or certificates you currently possess, including ID numbers and expiration dates

## PROFESSIONAL, TRADE, BUSINESS, OR CIVIC ACTIVITIES AND OFFICES HELD

You may exclude any organizations that indicate your race, color, religion, gender, national origin, disabilities, or other protected status

## SKILLS AND SPECIAL TRAINING

Please list any relevant skills or other special training you possess (such as languages, computer, office skills, etc.)

## MILITARY

Did you serve in the U.S. Armed Forces?  Yes  No

If "yes", in what Branch?

Describe any training received relevant to the position for which you are applying.

## EMPLOYMENT

Please give an accurate, complete full-time and part-time employment record, including volunteer activities. Start with your present or most recent employer.  
You may exclude any organizations that indicate your race, color, religion, gender, national origin, disabilities, or other protected status.

<b>1</b>	Company Name	Telephone
	Address	Employed (MM/YYYY) From:                      To:
	Supervisor's Name and Title	
	Position Title	Okay to contact? [ <input type="checkbox"/> ] Yes [ <input type="checkbox"/> ] No
	Provide a description of your job duties and responsibilities:	Reason for leaving:
<b>2</b>	Company Name	Telephone
	Address	Employed (MM/YYYY) From:                      To:
	Supervisor's Name and Title	
	Position Title	Okay to contact? [ <input type="checkbox"/> ] Yes [ <input type="checkbox"/> ] No
	Provide a description of your job duties and responsibilities:	Reason for leaving:
<b>3</b>	Company Name	Telephone
	Address	Employed (MM/YYYY) From:                      To:
	Supervisor's Name and Title	
	Position Title	Okay to contact? [ <input type="checkbox"/> ] Yes [ <input type="checkbox"/> ] No
	Provide a description of your job duties and responsibilities:	Reason for leaving:
<b>4</b>	Company Name	Telephone
	Address	Employed (MM/YYYY) From:                      To:
	Supervisor's Name and Title	
	Position Title	Okay to contact? [ <input type="checkbox"/> ] Yes [ <input type="checkbox"/> ] No
	Provide a description of your job duties and responsibilities:	Reason for leaving:

## PROFESSIONAL REFERENCES

Please do not include family members, friends, or other non-professional contacts

	Name	Address, Phone Number, and Email	Occupation
1			
2			
3			

## APPLICANT'S CERTIFICATION

Please read this carefully before signing the application

The information provided in this Application for Employment is true, correct, and complete. I understand that any misrepresentation or material omission on the application will result in my being eliminated from further consideration. I further understand that if employed, any misstatement or omission of fact on this application may result in my dismissal.

I hereby authorize all previous employers and supervisors, including all persons with and for whom I have worked, to give the NAYA Family Center's representatives any and all information regarding me and my previous employment. I release the NAYA Family Center and all previous employers and supervisors from liability for any damages that may result from furnishing information to the NAYA Family Center.

I hereby authorize the NAYA Family Center to investigate all matters the NAYA Family Center deems relevant to my employment, and authorize the NAYA Family Center to conduct a criminal background check.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. I understand that all employees of the NAYA Family Center are considered to be "at will." This means that employment can be terminated, with or without cause, and with or without notice, at any time, at the option of the company or at the option of the employee. I further understand that no representative of the NAYA Family Center has any authority to enter into any agreement for employment for any specified period or to make any agreement contrary to the foregoing. I also understand that the NAYA Family Center reserves the right to change wages, hours, and working conditions as deemed necessary.

In consideration of my employment, I agree to adhere to all existing and future instructions, rules, and policies of the NAYA Family Center.

I have read and reviewed the above certification statements and other information provided in this application.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

## HOW DID YOU HEAR ABOUT US?

Please describe how you became interested in applying for employment with NAYA Family Center

- Select all that apply:
- |   |   |
|---|---|
| <input type="checkbox"/> I currently work at NAYA Family Center                             | <input type="checkbox"/> Referral from a NAYA Family Center employee (please specify) _____ |
| <input type="checkbox"/> While visiting NAYA Family Center                                  | <input type="checkbox"/> Referral from a NAYA Family Center client or affiliate             |
| <input type="checkbox"/> From the NAYA Website  | <input type="checkbox"/> Referral from another agency (please specify) _____                |
| <input type="checkbox"/> From a Job Advertisement on Craigslist                             | <input type="checkbox"/> From a Job Advertisement distributed by an email Listserv          |
| <input type="checkbox"/> From a Job Advertisement on CNRG                                   | <input type="checkbox"/> From a Job Advertisement in the Native Connect Newsletter          |
| <input type="checkbox"/> From a Job Advertisement on Mac's List                             | <input type="checkbox"/> From a Job Advertisement on Idealist                               |
| <input type="checkbox"/> From a Job Advertisement on another website (please specify) _____ |   |
| <input type="checkbox"/> Other (please specify) _____                                       |   |