



Application for Employment

The Northwest College of Construction is an equal employment opportunity employer and does not discriminate on the basis of sex, age, race, color, religion, national origin, mental or physical disability, marital status, uniformed services status or any state protected classifications. No application will be rejected as a result of a disability that, with reasonable accommodation, does not prevent performance of essential job duties.

CONFIDENTIAL

Please complete by printing in dark ink, answering all questions, and signing where indicated.

PERSONAL INFORMATION							
Last Name		First		M.I.	Date		
Street Address				Apartment/Unit #			
City			State			ZIP	
Phone			Cell Phone				
Email			Position Applied For				
Date Available			Desired Salary				
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?				

EDUCATION					
High School		Address			
Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
College			Address		
Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
Other			Address		
Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	

SPECIAL SKILLS
Software Applications:
Other Skills:

PREVIOUS EMPLOYMENT

Company				Phone	()
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company				Phone	()
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	

Company				Phone	()
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	

MILITARY SERVICE

Branch				From		To	
Rank at Discharge							
Duties							

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release from employment.

Signature				Date	
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Please read carefully, initial each paragraph, and sign below:

Initial

- _____ I understand that at the time of hire I must provide NWCOC with my valid Social Security Number. Failure to do so will result in the offer of employment being rescinded.

- _____ I certify that I have answered the above questions truthfully and have not withheld any information relative to my application. I understand that any falsification, misrepresentation, or omission, as well any misleading statements on the application information, attachments, and supporting documents may result in denial of employment or immediate termination, if discovered after hire.

- _____ I authorize NWCOC to thoroughly investigate my references, work record, education and any other matters related to my suitability for employment, and further authorize the references I have listed to disclose to the company any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I release NWCOC, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

- _____ Instructors of NWCOC must complete an application to be registered as a Private Career School Teacher with the State of Oregon Higher Education Coordinating Commission, which requires disclosure of criminal history. If the application is rejected by the State, NWCOC may rescind any offer of employment.

- _____ If hired, I recognize the rules and policies of NWCOC. I understand that my employment and compensation can be terminated at any time, with or without cause, and with or without notice, at the option of NWCOC or myself. I understand that the President of the of the company is the only person who will ever have the authority to create any other terms of employment and/or to enter into any employment contract and that all such contracts must be in writing and signed by both parties. However, I also understand that unless otherwise stated in an employment contract, the company may change, withdraw and interpret other policies (including wages, hours and working conditions) as it deems appropriate.

- _____ I understand and acknowledge that an offer of employment is contingent upon submitting to a drug test urinalysis at NWCOC's designated vendor and that I must test negative for all drugs, including marijuana. I understand that NWCOC staff occasionally engages with minors and as such, I will be required to submit to an FBI fingerprint background check and that other background checks may be required, depending on the position for which I am applying. I may also be required to submit to a physical evaluation. I hereby authorize the release of the results of such an examination to NWCOC for their use in evaluation my suitability for employment. Further, I release the examining facility and NWCOC from any and all liability, and from any damage that may result from the release of such information.

- _____ Persons seeking employment with Northwest College of Construction must disclose on the NWCOC employment application concurrent employment with any organization, business, or program that offers potentially competing education or training programs and courses, or services such as job placement, dispatch or other employment services. NWCOC personnel, whether part-time, full-time, or employed by contract including temporary employment contracts, who violate, or are found to have not fully disclosed in writing concurrent employment with another potentially competitor organization may be disciplined up to and including dismissal. Please list all organizations, businesses or programs that you are affiliated with or employed by that fall into the categories as listed above and explain the nature of your relationship. If more room is needed, use the back of this form.

Date

Signature