

BENCO 165 NE CONIFER BLVD CORVALLIS, OR
PH: 541-753-5040 Fax: 541-758-0324
www.bencocorvallis.com

BENCO APPLICATION FOR EMPLOYMENT

(PLEASE PRINT)

Position Applying For: _____		Date of Application: _____	
Do you know any current Benco Employees? If yes, please list their name/s: _____			
Last Name: _____		First Name and Initial: _____	
Other names used for employment: _____		Telephone Number: _____	
Street Address _____		City, State, Zip _____	

Have you ever filed an application with us before? () YES () NO

if yes, when? _____

Are you currently employed? () YES () NO

if currently employed, may we contact your employer () YES () NO

On what date would you be able to begin employment: _____

Do you possess a valid drivers license? () YES () NO

Have you ever been reported for adult or child abuse?

() YES () NO

If yes, was the report/s found to be substantiated?

() YES () NO

Are you able to perform the essential functions

of this job without accommodation? () YES () NO

If no, what accommodation(s) would be necessary: _____

EMPLOYMENT EXPERIENCE

Start with your present or most recent job.

Include any job-related military service assignments and volunteer activities.

Employer:	
Employment Start Date:	Employment End Date:
Address:	
Telephone:	Supervisor Name:
Job Title:	
Reason for Leaving:	
Job Duties:	

Employer:	
Employment Start Date:	Employment End Date:
Address:	
Telephone:	Supervisor Name:
Job Title:	
Reason for Leaving:	
Job Duties:	

Employer:	
Employment Start Date:	Employment End Date:
Address:	
Telephone:	Supervisor Name:
Job Title:	
Reason for Leaving:	
Job Duties:	

If you need additional space, please continue on a separate sheet of paper.

EDUCATION

	High School	Undergraduate College/Univ.	Graduate/ Professional
School Name			
	Diploma () G.E.D. () Received	() AA () BA () MA Degree received	() AA () BA () MA Degree received

State any additional information you feel may be helpful to us:

If you have any additional experience working in the IDD field. Please list employer/s & length/s of employment:

PERSONAL REFERENCES

Give name, address, and phone number of three references who are not related to you and are not previous employers

- 1) _____
- 2) _____
- 3) _____

APPLICANT'S STATEMENT

As part of my application for employment at Benco, I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I therefore release all parties and persons connected with any request for information from all claims, liability, and/or damages arising out of furnishing such information.

This application shall be considered active for 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employer may discharge the employee at any time with or without cause.

In the event of employment, I understand that false or misleading information given in my application and/or interview may result in discharge. I understand that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

AUTHORIZATION TO RELEASE CURRENT AND/OR PAST EMPLOYEE ON THE JOB PERFORMANCE

Applicant: _____
(Please Print)

I have applied for employment with Benco, and hereby give my permission for Benco to make inquiries regarding past employment history and job performance. I hereby authorize the party receiving this form to release full and complete information as may be requested by Benco.

Information received from reference checks and Benco interview notes will become a permanent part of my personnel file and be treated as confidential by Benco. I waive any right to view this information, and release my past employers from all liability for reporting my past employment history and job performance.

Applicant Signature

Date

Social Security Number

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