



Employment Application  
REACH Redmond  
835 Hwy 126., Redmond, OR 97756  
541-923-4854

DIRECTIONS: Print or fill out electronically. Supply an answer to every question. If a question is not applicable to you, write NA. If additional space is needed, attach a separate sheet. DO NOT misstate or omit information since the statements made herein are subject to verification to determine your qualifications for employment.

POSITION APPLYING FOR: \_\_\_\_\_ DATE: \_\_\_\_\_

**APPLICANT'S INFORMATION:**

Name (First, Last): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**EDUCATION:** (If currently in school, include present term)

**High School:**

Name of high school: \_\_\_\_\_ City & State: \_\_\_\_\_

Did you graduate?: YES  NO  If NO, do you have a certificate of equivalency? (GED): YES  NO

**Schools Attended After High School:**

- Name of college or trade school: \_\_\_\_\_  
City & State: \_\_\_\_\_ From (month/year): \_\_\_\_\_ To (month/year): \_\_\_\_\_  
Full-time  or Part-time  Number of credits received: \_\_\_\_\_  
Major: \_\_\_\_\_ Minor: \_\_\_\_\_  
Certificates/Degrees/Etc. earned: \_\_\_\_\_
- Name of college or trade school: \_\_\_\_\_  
City & State: \_\_\_\_\_ From (month/year): \_\_\_\_\_ To (month/year): \_\_\_\_\_  
Full-time  or Part-time  Number of credits received: \_\_\_\_\_  
Major: \_\_\_\_\_ Minor: \_\_\_\_\_  
Certificates/Degrees/Etc. earned: \_\_\_\_\_
- Name of college or trade school: \_\_\_\_\_  
City & State: \_\_\_\_\_ From (month/year): \_\_\_\_\_ To (month/year): \_\_\_\_\_  
Full-time  or Part-time  Number of credits received: \_\_\_\_\_  
Major: \_\_\_\_\_ Minor: \_\_\_\_\_  
Certificates/Degrees/Etc. earned: \_\_\_\_\_

**EMPLOYMENT HISTORY:** Beginning with your present or most recent job, describe your work experience during the past 5 years.

- Name of present or last employer: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor's name and title: \_\_\_\_\_  
Employed From: \_\_\_\_\_ (month/year) To: \_\_\_\_\_ (month/year) Full-time  Part-time   
Hours per week: \_\_\_\_\_ If you still work for this employer, may we contact them? YES  NO   
Specific Duties Performed: \_\_\_\_\_

*REACH is an Equal Opportunity/Affirmative Action Employer. We are dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, gender, national origin, age, or disability.*

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Reason for leaving: \_\_\_\_\_

2. Name of present or last employer: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor's name and title: \_\_\_\_\_  
Employed From: \_\_\_\_\_ (month/year) To: \_\_\_\_\_ (month/year) Full-time  Part-time   
Hours per week: \_\_\_\_\_ If you still work for this employer, may we contact them? YES  NO   
Specific Duties Performed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

3. Name of present or last employer: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor's name and title: \_\_\_\_\_  
Employed From: \_\_\_\_\_ (month/year) To: \_\_\_\_\_ (month/year) Full-time  Part-time   
Hours per week: \_\_\_\_\_ If you still work for this employer, may we contact them? YES  NO   
Specific Duties Performed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**ADDITIONAL INFORMATION:** List any other prior experiences related to the duties of the position in which you are applying. Include all non-paid or volunteer work.

1. Name of employer/organization/etc: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Supervisor's name and title: \_\_\_\_\_ May we contact them?: YES  NO   
Specific Duties Performed: \_\_\_\_\_

2. Name of employer/organization/etc: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Supervisor's name and title: \_\_\_\_\_ May we contact them?: YES  NO   
Specific Duties Performed: \_\_\_\_\_

3. Name of employer/organization/etc: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Supervisor's name and title: \_\_\_\_\_ May we contact them?: YES  NO   
Specific Duties Performed: \_\_\_\_\_

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**AUTHORIZATION TO CHECK WORK HISTORY AND RELEASE OF PRIOR EMPLOYERS:**

I hereby certify that this application contains no misrepresentations or falsifications and that the information given is true and complete to the best of my knowledge and belief. I understand that misrepresentation or omission of facts called for in this application is cause for cancellation of the application and dismissal from employment. I authorize REACH to make any necessary inquiries or investigations to verify or supplement the information contained herein. I also specifically authorize any past employer or other person with knowledge of my work history to release to REACH information about my work history upon request.

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

\_\_\_\_\_  
Date

**COMPLETE IF APPLYING FOR POSITION REQUIRING LICENSE:**

Do you have a valid Oregon driver's license?: YES  NO

Have you ever been denied insurance of a license or have you ever had your license suspended or revoked?:  
YES  NO  If YES, please explain fully:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Certain jobs involve the use of REACH vehicles, we need to know if you are presently insured?: Yes  No

Have you ever been refused auto insurance or ever had your auto insurance revoked or withdrawn?: Yes  No   
If YES, give details, reasons, name of companies and dates: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE DESCRIBE YOUR PERSONAL PHILOSOPHY REGARDING CHILD DEVELOPMENT AND LEARNING THROUGH PLAY:**

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Submit completed application to REACH Redmond in one of the following ways:

Email: [info@reachredmond.org](mailto:info@reachredmond.org)

Mail: P.O. Box 1810 Redmond, OR 97756

Drop off: 835 E Hwy 126 Redmond, OR 97756

\*If dropping application off, please call in advance: 541-923-4854

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