



# Application for Employment

Position(s): \_\_\_\_\_ Date of Application: \_\_\_\_\_

Legal Last Name	Legal First Name	Preferred Name	
Address	City	State	Zip
Primary Phone Number	Alternative Phone Number	Email	

Have you ever volunteered for IRCO? Yes  No   
Date(s) & Program(s): \_\_\_\_\_

Have you ever been employed by IRCO? Yes  No   
Date(s) & Position(s): \_\_\_\_\_

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

If hired, when would you be available to start? \_\_\_\_\_

How did you hear about this open position at IRCO? (*Posting website, referral, etc.*) \_\_\_\_\_

If you were referred by a current employee, what is their name? \_\_\_\_\_

## DRIVING/AUTO:

*Many positions require work in the field establishing and maintaining contacts with clients, employers, etc. Because many of those locations are not well served by public transit, IRCO requires employees to use their personal vehicles or have other reliable means of transport to field locations throughout its service area. Mileage is reimbursed.*

Do you have a valid driver's license? Yes  State: \_\_\_\_\_ No

Do you have a car you can use for work? Yes  No

Do you have current auto insurance? Yes  No

## LANGUAGE SKILLS:

*The duties of most IRCO positions require strong ability to speak read and write in English. Many other positions require those abilities in at least one other language, as well. Requirements for language skills other than English are posted on the job announcement for each position. Please list languages and your level of fluency in each area below.*

Language	Speaking Ability			Understanding			Reading/Writing		
	Fluent	Fair	Poor	Fluent	Fair	Poor	Fluent	Fair	Poor
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**COMPUTER SKILLS:**

Many positions at IRCO require the use of a computer. Please indicate your skill level in the following areas.

0 = No Experience    1 = Basic    2 = Intermediate    3 = Advanced

_____ Service Point	_____ Excel	_____ Social Media
_____ Google Docs	_____ Word	_____ Power Point
_____ Outlook	_____ Access	_____ Publisher
_____ Other Software: _____		

**EDUCATION:**

Please list your education including college, graduate, technical, trade, correspondence and military schools, etc.

Have you graduated from high school or earned a GED? Yes  No

School Name and Address	Course of Study/Major	Degree/Certificate

**PROFESSIONAL REFERENCES:**

List three people, who are not related to you, that may speak of your past professional work or work habits

Name	Relation	Phone
Name	Relation	Phone
Name	Relation	Phone

**CRIMINAL RECORD:**

Yes  I understand that any offer is conditional based of the successful passing of a background check. After an applicant receives a job offer, as a condition of employment, a criminal history check will be conducted, that may include fingerprinting. IRCO follows a strict standard when it comes to deciding about convictions. If you have questions, or concerns please contact IRCO’s Human Resources [Jobs@irco.org](mailto:Jobs@irco.org).

**ADDITIONAL INFORMATION:**

Use this space to add other job-related information you wish for us to consider.

**WORK EXPERIENCE:**

Add copies of this page to include additional work experience, do not write "See resume." Include all paid, military, non-paid, and volunteer experience related to positions applying for.

From: To:	Employer:	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Position:	Phone Number:	
Duties:		
	Supervisor's Name & Telephone Number:	Reason for Leaving:

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**IRCO’S MISSION:**

IRCO’s mission is to promote the integration of refugees, immigrants and the community at large into a self-sufficient, healthy and inclusive multi-ethnic society.

**EQUAL EMPLOYMENT OPPORTUNITY:**

IRCO is an equal opportunity employer and does not discriminate on the basis of race, color, creed, sex, national origin, sexual orientation, marital status, religion, political affiliation, veteran status, physical or mental disabilities, or other legally protected status unless it is a bona fide occupational requirement reasonably necessary to the IRCO’s operations.

**REASONABLE ACCOMMODATION:**

Applicants may request reasonable accommodations in IRCO’s recruitment and selection process by contacting the IRCO Human Resources at [jobs@irco.org](mailto:jobs@irco.org)

**VERIFICATION AND SIGNATURE:**

By signing this I authorize the investigation of all matters which IRCO deems relevant to my qualification for employment, including all information given in this application and any attachments, supporting documents or interviews. I authorize you to request and receive such information and I release from all liability any persons (e.g. current or former supervisors, coworkers) employers, or other entities (e.g. schools) supplying it. I also release any employee of IRCO’s and IRCO from all liability that may result from making the investigation.

I certify that all of the information given in this application and in any attachments, supporting documents or interviews is (or will be) true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission, as well as any misleading statements or omissions, generally will result in denial of employment, withdrawal of any offer of employment, or immediate termination, regardless of when or how discovered. I understand that I may be required to submit to a criminal background check, pre-or post-employment physical and other professional examinations, medical inquiries and/or urinalysis tests for the presence of drugs and/or alcohol. I agree to such examinations, inquiries and/or testing at IRCO’s expense. I authorize the release of the results to IRCO and their use to evaluate my suitability for employment. I also release IRCO from all liability arising out of or connected with any examinations, inquiries or testing. In consideration for employment, I agree to conform to the instructions, rules and policies of IRCO. Employment with IRCO is at-will which means it may be terminated at any time, with or without cause with or without notice, at the option of either IRCO or IRCO employees. I understand that no representative of IRCO has authority to enter into any agreement either verbal or written for employment for any specified period of time, or to make any agreement contrary to the at-will employment, except the Executive Director and this agreement must be in writing signed by both parties.

Signature:	Date:
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Printed Name:
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Submit Applications to:        IRCO  
  Attn: Human Resources  
  10301 NE Glisan Street  
  Portland, Oregon 97220  
  [Jobs@irco.org](mailto:Jobs@irco.org)

**REMINDER TO ALL APPLICANTS:**

- Applications may be accessed at [www.irco.org](http://www.irco.org), or at the IRCO main office, 10301 NE Glisan, Portland, OR 97220.
- Applications must be received at the main office by 5:00 p.m. on the closing date, if applicable.
- Attach resume and cover letter to IRCO application form.
- All positions required completion of an IRCO application.
- Materials submitted without a completed application are considered incomplete and will not be considered.
- Due to the high volume of applications received, we will not be able to contact each applicant.
- We may not be able to return calls about inquiries about the status of your application.