

Application for Employment

Position(s): _____ Date of Application: _____

Legal Last Name	Legal First Name	Preferred Name/ Pronouns	
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:

Please review the job description. Does this position require Driving: Yes No

If **NO**. Please move to the next section.

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 in those positions 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. **1 = Basic 2 = Intermediate 3 = Advanced**

Language	Speaking			Understanding			Reading			Writing		
	1	2	3	1	2	3	1	2	3	1	2	3
	<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"/>	<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 write down your skill level in the following areas.

1 = Basic 2 = Intermediate 3 = Advanced

_____ Microsoft Access	_____ Microsoft Excel	_____ Microsoft Publisher
_____ Microsoft Outlook	_____ Microsoft Word	_____ Database
_____ Google Docs Presentation (Power Point /Canva)	_____ Google Sheets	_____ Google Slides
_____ Other Software	_____ Social Media	_____ Paylocity/HRIS

EDUCATION:

Please list your education including college, graduate, technical, trade, correspondence, and military schools, etc. Have you graduated from high school or equivalent and are you able to provide verification?

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	Email

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.

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 No
Position:	Phone Number:	
Duties:		
Supervisor’s Name & Telephone Number:	Reason for Leaving:	

From: To:	Employer:	May we contact this employer? Yes No
Position:	Phone Number:	
Duties:		
Supervisor’s Name & Telephone Number:	Reason for Leaving:	

From: To:	Employer:	May we contact this employer? Yes No
Position:	Phone Number:	
Duties:		
Supervisor’s Name & Telephone Number:	Reason for Leaving:	

IRCO'S MISSION:

IRCO's mission is to welcome, serve, and empower refugees, immigrants and people across cultures and generations to reach their full potential. Our vision is a future where all refugees and immigrants belong, our staff are nurtured, and all communities thrive.

Founded in 1976 by refugees for refugees, IRCO has over 40 years of experience collaborating with refugee and immigrant communities in the Portland metropolitan area, and over five years in Eastern Oregon. IRCO is the largest provider of employment services and job training for newly arrived refugees in Oregon; and we support families at every stage of their lives from the time they arrive in Oregon. Find out more at www.irco.org.

EQUAL EMPLOYMENT OPPORTUNITY:

IRCO is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any characteristics protected by law. We will make reasonable accommodations to meet our obligations under the Americans with Disabilities Act (ADA) and state disability laws.

REASONABLE ACCOMMODATION:

Applicants may request reasonable accommodations in IRCO's recruitment and selection process by contacting the IRCO Human Resources at 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 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, 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, 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:

Printed Name:

Submit Applications to: IRCO
Attn: Human Resources
10301 NE Glisan Street
Portland, Oregon 97220

Or [IRCO - Job Opportunities](https://www.irco.org)
jobs@irco.org

REMINDER TO ALL APPLICANTS:

- Applications may be accessed at www.irco.org, or at the IRCO main office, 10301 NE Glisan, Portland, OR 97220.
- Attach resume and cover letter to IRCO application form.
- All positions require completion of an IRCO application.
- Materials given 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.