

# The Alexander - Bend Oregon

## Application for Employment

*(Please Print)*

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, disability that does not prohibit performance of essential job functions or any other class protected by local, state or federal law.

Date: \_\_\_\_\_

**Position Applied For:** \_\_\_\_\_

### I. Personal Information

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Present Address \_\_\_\_\_

Permanent Address (if different than above) \_\_\_\_\_

Telephone \_\_\_\_\_

**Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination.**

1. Are you eligible to work in the United States? ( ) Yes ( ) No
2. Is there any information we would need about your name or use of another name for us to be able to check your work record? Please specify:  
\_\_\_\_\_  
\_\_\_\_\_

3. Do you have any relatives, friends or acquaintances who are presently employed by The Alexander, BPM Real Estate Group, Bowen Property Management Company, BPM Senior Living, or BDC Construction? ( ) Yes ( ) No

If yes, please include name of employee. \_\_\_\_\_

4. How were you referred to (Company)? \_\_\_\_\_

**II. Educational History** *Please complete all that apply. Skip Elem/Jr. High if you have completed High School.*

| School Name/Location | Years Completed | Degree/Diploma |
|----------------------|-----------------|----------------|
| Elem/Jr. High _____  |                 |                |
| High School _____    |                 |                |
| College _____        |                 |                |
| Tech. Training _____ |                 |                |
| Other _____          |                 |                |

**III. Employment Record** *Please include all employment for the last five years. Use the back of this sheet to list additional employer, if necessary. Please check any employers you do not want us to contact.*

1. Company Name (Current or Most Recent Employer) \_\_\_\_\_ Do not contact \_\_\_\_  
 Position Held \_\_\_\_\_  
 Address \_\_\_\_\_ Dates Employed: \_\_\_\_\_  
 From To  
 Manager / Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_  
 Reason For Leaving \_\_\_\_\_

2. Company Name \_\_\_\_\_ Do not contact \_\_\_\_  
 Position Held \_\_\_\_\_  
 Address \_\_\_\_\_ Dates Employed: \_\_\_\_\_  
 From To  
 Manager / Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_  
 Reason For Leaving \_\_\_\_\_

3. Company Name \_\_\_\_\_ Do not contact \_\_\_\_  
 Position Held \_\_\_\_\_  
 Address \_\_\_\_\_ Dates Employed: \_\_\_\_\_  
 From To  
 Manager / Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_  
 Reason For Leaving \_\_\_\_\_

If you checked "Do not contact" for any employers you listed, please provide the reason. \_\_\_\_\_  
 \_\_\_\_\_

**IV. References** Please provide us with at least three professional references with whom you have made arrangements to give us an honest assessment of your past work performance. These may be co-workers, clients, subordinates and must include at least one former supervisor. Those who know you only as a friend or relative should not be included. If you are applying for your first job, you may include teachers, school counselors, pastors or other objective references.

1. \_\_\_\_\_  
 Name \_\_\_\_\_ Years Known \_\_\_\_\_  
 \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone \_\_\_\_\_  
 \_\_\_\_\_  
 Occupation \_\_\_\_\_

2. \_\_\_\_\_  
 Name \_\_\_\_\_ Years Known \_\_\_\_\_  
 \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone \_\_\_\_\_  
 \_\_\_\_\_  
 Occupation \_\_\_\_\_

3. \_\_\_\_\_  
 Name \_\_\_\_\_ Years Known \_\_\_\_\_  
 \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone \_\_\_\_\_  
 \_\_\_\_\_  
 Occupation \_\_\_\_\_

**V. Work Availability**

1. If your application receives favorable consideration, when will you be available to begin work?  
 \_\_\_\_\_
2. Are you available to work overtime? ( ) Yes ( ) No
3. Can you work overtime without prior notice? ( ) Yes ( ) No
4. Can you travel if required by this position? ( ) Yes ( ) No
5. Do you have a valid driver's license (if required)? ( ) Yes ( ) No State \_\_\_\_\_ # \_\_\_\_\_
6. What days and shifts are you available to work? Check all that apply.

|          | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------|--------|--------|---------|-----------|----------|--------|----------|
| Days     |        |        |         |           |          |        |          |
| Evenings |        |        |         |           |          |        |          |
| Nights   |        |        |         |           |          |        |          |

**VI. Salary / Hourly Rate Requirements**

If your application receives favorable consideration, what salary/hourly rate would you require?

\$ \_\_\_\_\_ per \_\_\_\_\_

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Please read this section carefully and acknowledge your understanding by signing below.

## 1. Falsification Statement

I understand that any falsification or willful omission of fact made in this application (and accompanying resume, if any) or in connection with any background investigation may be sufficient grounds for rejection of this application, or, if discovered after an offer of employment, for immediate dismissal.

## 2. Employment "At Will"

In consideration of my employment, I agree to conform to the rules and regulations of the company. I acknowledge that my employment is "at will" in that it can be terminated with or without cause and with or without notice at any time at the option of either the company or myself except as otherwise provided by law. I understand that no manager or representative of the company other than the President has authority to enter into any agreement of employment for any specified period of time or to make any other agreement or contract concerning the term and conditions of my employment. I further acknowledge that any promises to the contrary will only be relied upon by me if they are in writing and signed by the President of the company.

## 3. Cooperation with Investigation

I agree to fully cooperate in the company's background investigation, employment verification and reference checks, and to sign any waivers, or releases that may be necessary to obtain access to relevant information. In the event that any former employer or federal, state or local governmental agency will not release reference information or criminal history information directly to the employer, I agree to personally request such information to the extent permitted by law.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date