



Head Start of Yamhill County  
1006 NE 3rd Street, Suite A  
P.O. Box 1311  
McMinnville, OR 97128

## EMPLOYEE APPLICATION FOR TRANSFER OR PROMOTION

### EQUAL EMPLOYMENT OPPORTUNITY:

**This application is not, by any means an employment contract** but merely is intended to evaluate suitability for employment. It is the policy of HSYC to provide equal employment to all qualified persons without regard to race, color, sex, religion, age, marital status, national origin, citizenship, disability, veteran status, or any other status protected under state or federal laws.

**IMPORTANT:** Applicants with disabilities may request reasonable accommodation to complete this application, or to take any test required for the position for which they have applied, by making a request at the time of application or testing.

Employee's Name: \_\_\_\_\_

Current Position: \_\_\_\_\_ Position for which you are applying: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Telephone: \_\_\_\_\_

On a separate sheet of paper, please answer each of the following:

- I. Briefly explain why you are interested in this position, and how the skills and abilities you have so far acquired would make it possible for you to perform successfully in this position.
- II. If related to the position you are applying for, please describe the work experience you have had before coming to Head Start of Yamhill County. Be sure to include the names of other employers, the dates you worked at each company, and a brief description of each of the jobs you held.
- III. Tell about the jobs you have had since joining Head Start of Yamhill County. Be sure to describe each job you had here, and what your duties have been in each job.
- IV. How have the jobs you have had so far helped to prepare you for the job you are now applying for?
- V. Describe any courses, degrees or training that you have received that have helped to prepare you for the job you are seeking.
- VI. Please feel free to provide any other information that you think is important for this position.

**ACKNOWLEDGEMENT STATEMENT: Please read carefully before signing this document.**

1. I authorize the investigation of all statements contained in this application, including any attachments and supporting documents or interview and release from all liability any person or employers supplying such information, and also release the organization from any liability that might result from making that investigation.
2. I certify that the answers and information given herein are true, complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts on this application, (or any required documents) will be cause for denial or dismissal of employment, regardless of when or how discovered.
3. I agree if I am offered and accept a position, to conform to all existing and future HSYC rules and regulations, and understand that this organization reserves the right to change wages, hours, and working conditions as deem necessary. ***I ALSO UNDERSTAND THAT, IF HIRED, MY EMPLOYMENT WILL BE AT-WILL, MEANING THAT EITHER PARTY CAN END THE EMPLOYMENT RELATIONSHIP AT ANY TIME FOR ANY REASON.***
4. I acknowledge that it is part of HSYC employment practices to conduct a background check and/or fingerprints prior to employment.
5. I understand that any employment offer is contingent upon my providing, within three (3) working days of employment, valid proof of identity and eligibility to work in order to comply with the Immigration Reform and Control Act of 1986.
6. I have read and reviewed the information provided in this application and the above statements. By signing this application for employment I certify that I understand all parts of it and have answered all questions completely and fully.

**SIGNATURE:**

**TODAY'S DATE:**

\_\_\_\_\_  
*Unsigned or incomplete applications will not be considered.*

**HSYC is an At-Will and Equal Opportunity Employer.**