



## Employment Application

An Equal Opportunity Employer

### Equal Opportunity and Reasonable Accommodation

QPD is committed to providing equal opportunity to qualified individuals regardless of sex, age, race, color, religion, creed, marital status, national origin, citizenship, military status, veteran status, handicap, disability, gender, sexual preference or orientation, gender identity, genetic information or other characteristics protected by law.

We comply with federal and state disability laws and make reasonable accommodation for applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential functions, and/or receive other benefits or privileges of employment at QPD, please contact Human Resources at 503-681-3093 or inquire with Human Resources in person at our front office.

**INSTRUCTIONS: Please answer each question fully and accurately. If you need additional space, please continue your answer(s) on a separate sheet of paper. PLEASE PRINT.**

Today's date: \_\_\_\_\_

\_\_\_\_\_  
First Name    Middle Initial    Last Name

Job(s) applied for: \_\_\_\_\_  
\_\_\_\_\_

What is your desired pay range? \_\_\_\_\_

What employment status are you seeking? Check all that apply. \_\_\_\_ Full Time    \_\_\_\_ Part-time

What shifts are you interested and available to work? Check all that apply. \_\_\_\_ Day Shift    \_\_\_\_ Swing Shift

When are you available for employment? \_\_\_\_\_

How did you first hear about this job? Check one.

EPSSM Website       Online advertising  
Please tell us where you first saw the job: \_\_\_\_\_

Staffing agency       Employee referral  
Please tell us who referred you: \_\_\_\_\_

Other. Where? \_\_\_\_\_

**PERSONAL INFORMATION**

Phone #1: \_\_\_\_\_ Phone #2: \_\_\_\_\_

Email address: \_\_\_\_\_

Home address: \_\_\_\_\_  
 Present street address including apartment, unit #, etc.

\_\_\_\_\_  
 City State Zip Code

Are you at least 18 years of age? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you eligible to work in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever applied here before? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, when? \_\_\_\_\_

Were you ever employed here before? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If yes, when and what position? \_\_\_\_\_

For Driving positions only: Do you have a valid driver's license? \_\_\_\_\_ Yes \_\_\_\_\_ No

**EDUCATION, SPECIAL SKILLS AND LICENSES/CERTIFICATIIONS**

Name and Location of School	Highest Year Completed	Did You Graduate?
<b>High School:</b> _____ _____		
<b>College or University:</b> _____ Major: _____ Degree Earned (if appl): _____		
Additional Educational and/or Vocational or Technical Training Information	Courses Taken	Courses Completed
School: _____		
School: _____		
School: _____		

List any other special skills, licenses, certifications or qualifications you'd like to share. Attach extra pages if needed.

**Work Experience**

Please list your work experience beginning with your most recent job held.  
If you were self-employed, give company name. Add additional pages if needed.

Name of employer:	Supervisor	Employment dates
Address:		From:                      To:
Phone:	Last position held	

Reason for leaving

List jobs you held, duties performed, skills used or learned, advancements or promotions while you worked for this employer.

Employer: Address:  Phone:	Supervisor  Last position held	Employment dates From:                      To:
Reason for leaving		
List jobs you held, duties performed, skills used or learned, advancements or promotions while you worked for this employer.		
Employer: Address:  Phone:	Supervisor  Last position held	Employment dates From:                      To:
Reason for leaving		
List jobs you held, duties performed, skills used or learned, advancements or promotions while you worked for this employer.		

Employer: Address:  Phone:	Supervisor	Employment dates	
		From:	To:
Reason for leaving		Your last job title	
List jobs you held, duties performed, skills used or learned, advancements or promotions while you worked for this employer.			

**References**

Please list three references who can provide us with information about your qualifications to perform the job for which you are applying. Business or job-related references are preferable.

Name	Address	Telephone	Relationship

Can we contact your present employer?       Yes     No

Can we contact your previous supervisors?       Yes     No

**AFFIDAVIT**

I certify that, to the best of my knowledge, the information contained in this application is true and complete. I understand that my employment may be denied or terminated if I provide false, misleading, or incomplete information during the hiring process or my employment.

I understand that, if I am hired, I must produce applicable documents confirming my identity and showing that I am lawfully authorized to work in the United States, in accordance with the Immigration Reform and Control Act of 1986, as amended.

I understand and agree that my prior employers, educational institutions, and other references, listed or not listed on this application, may be contacted by the Company, unless otherwise indicated by me. These references are authorized to give the Company any and all pertinent information they may have. I release all persons or entities involved, including the Company, from all liability arising from this contact and provision of information.

I agree to submit to any post-offer, pre-employment testing or physicals, as required by the Company.

Furthermore, I understand and agree that nothing contained in this employment application, the granting of an interview, or in the offer of employment creates a contract for employment between the Company and myself. If an employment relationship is established, I understand that, unless specifically limited in an express, formally executed contract, I have the right to terminate my employment at any time and for any reason and the Company has the same right.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date