



NeighborImpact

Critical Needs. Diverse Services. Empowering Change.

Application Instructions

1. Thank you for applying at NeighborImpact. Please ensure that you have secured a copy of the job description of the position for which you are applying and that you are qualified for that position. Qualifications are listed on the job description. NeighborImpact accepts applications for open positions only. Visit www.neighborimpact.org for a listing of open positions. Job descriptions are included with the listing.
2. Complete the job application in full. Incomplete applications cannot be accepted.
3. Submit the application, your resume and *a cover letter stating why you are interested and qualified for the position*, to NeighborImpact, via fax, mail or drop off at the reception desk at the Redmond Administrative office between 8:00 AM and 4:30 PM.

NeighborImpact
Attn: Human Resource
2303 SW First Street
Redmond, OR 97756

Fax: 541-548-6013
Phone: 541-548-2380

4. Keep the Job Description, Instruction page, and Fact Sheet for your personal reference.



APPLICATION FOR EMPLOYMENT

Neighbor**Impact** is an equal opportunity employer and maintains a consistent policy prohibiting unlawful discrimination in employment. The company's policy is not to discriminate against any applicant for employment because of age, religion, color, national origin or ancestry, marital status, disability, or any other protected status with respect to hiring, promotion, demotion, transfer recruitment, terminations salary level or other forms of compensation or any other term or condition of employment. Our organization complies to the fullest extent with all applicable state, federal and local laws governing equal employment opportunity and discrimination in the workplace. Neighbor**Impact** will make every effort to meet a request for disability accommodation. If you require accommodation to participate in our application process, please contact our office.

INSTRUCTIONS

Answer each question fully and accurately. If you need additional space, please continue your answer(s) on a separate sheet of paper. No action can be taken on this application until all questions have been answered. PLEASE PRINT

Position applied for _____ Today's date _____

Employment status sought: Full-time Part-time Temporary

Are you able to travel if required? Yes No

When are you available for employment? _____

PERSONAL DATA

Last Name	First Name	Middle Initial
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Present Street Address	City	State	Zip Code
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Telephone Number	E-Mail Address
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Have you ever worked or volunteered at Neighbor**Impact**? Yes No When/What? _____

Are you a current or previous Head Start parent? Yes No When? _____

Please list (1) all pending and prior criminal arrests and charges related to child sexual abuse and their disposition, (2) convictions related to other forms of child abuse and neglect and (3) all convictions of violent felonies. None

**Please be aware that some positions also require Criminal History checks, background checks, and driving record checks. A record of the above offenses does not necessarily result in denial of employment. Each application will be reviewed to assess the relevancy of an arrest, a pending criminal charge, or a conviction.

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

Do you have any commitments or agreements with another employer which might affect your employment here? Yes No

If yes, please explain: _____



EDUCATION

Name, Address and Location of School	Years Completed	Graduated? (Y or N)
High School: _____		
College or University: _____		
College Major: _____		
Degree: _____		

SPECIALIZED TRAINING

Please describe your interest in working for us and the job related experiences, skills, qualifications, and aptitudes that you feel qualify you for the position for which you are applying. You may wish to include vocational training, seminars or workshops you have attended, civic and community activities, professional societies in which you participate, licenses, certificates, publications, honors, professional designations or achievements, and other specialized training or skills.

COMPUTER AND OTHER BUSINESS SKILLS

Please check all skills or proficiencies that apply to you.

Customer Service
 Bus. Telephone
 MS Excel
 Ten-key by Touch
 Notary Public
 MS Outlook
 E-Mail
 Keyboarding Speed _____ WPM
 Cash Handling
 MS Windows
 MS Word
 Ten-key by Sight
 Other (explain) _____
 Foreign Language _____ Beginning
 Intermediate
 Advanced
 Foreign Language _____ Beginning
 Intermediate
 Advanced



WORK HISTORY

List names of employers in consecutive order with present or last employer listed first. If self-employed, give firm name and supply business references. If you worked in any of the positions under another name, please give name(s). PLEASE LIST BOTH MONTH AND YEAR FOR DATES EMPLOYED.

Employer	Supervisor	Hourly Salary Rate Start: End:
Address		Phone
Dates Employed From: To:	Position Held	Reason for Leaving

Duties: _____

May we contact your present employer? Yes No

Employer	Supervisor	Hourly Salary Rate Start: End:
Address		Phone
Dates Employed From: To:	Position Held	Reason for Leaving

Duties: _____

Employer	Supervisor	Hourly Salary Rate Start: End:
Address		Phone
Dates Employed From: To:	Position Held	Reason for Leaving

Duties: _____

Employer	Supervisor	Salary Start: End:
Address		Phone
Dates Employed From: To:	Position Held	Reason for Leaving

Duties: _____

Have you ever been dismissed by an employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please explain:
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REFERENCES

Give two references, not already listed in this application and not related to you.

Name	Address	Occupation	Phone	Yrs. Known
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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.

_____ (initial here)

I understand that, if I am hired, I must produce applicable documents 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.

_____ (initial here)

I authorize Neighbor**Impact** to contact any of my past employers and/or schools, and authorize my past employers and/or schools to furnish any information concerning my previous employment and/or education. I release Neighbor**Impact** and all employers and schools from liability for any damages that may result from furnishing information to Neighbor**Impact**. Additionally, I authorize Neighbor**Impact** to obtain bond ability reports to determine employment eligibility.

_____ (initial here)

I agree to submit to any post-offer, pre-employment testing or physicals, as required by Neighbor**Impact**.

_____ (initial here)

In the event of my employment, I agree to conform to the policies and procedures of Neighbor**Impact** as set forth now or hereafter in any of their policy and/or procedure manuals or other communications.

_____ (initial here)

I understand that this application in no way represents a contract of employment between me and Neighbor**Impact**. I also understand that, if I am hired, the employment relationship will be at-will, which means that it may be terminated by Neighbor**Impact** or me at any time, with or without cause, with or without notice, unless my position is covered within a collective bargaining agreement, at which time that agreement supersedes Oregon at-will rules.

_____ (initial here)

I acknowledge that I have read and understand the above statements.

Applicant's Signature

Date



PROSPECTIVE EMPLOYEE AGENCY FACT SHEET

- 1. Equal Opportunity Employment:** It is the policy of the NeighborImpact to conduct its business in conformance with all applicable State and Federal civil rights laws. NeighborImpact will practice equal employment opportunity and will not illegally discriminate based on any individual's sex, race, color, religion, national origin, age, marital status or disability. Additionally, it is the special policy of NeighborImpact not to discriminate against any individual on account of their political affiliation/beliefs or on account of their sexual orientation.
- 2. Confidentiality:** All employees must maintain the highest degree of confidentiality concerning information they may receive from our program and business customers. This is particularly important to the nature of our mission in order that we can be most effective in our assistance to our participants as well as earn their trust and confidence
- 3. Employee Status at NeighborImpact:**

Introductory Period Employee: Each new NeighborImpact employee serves at least a six month trial period.

Full Time Employee: An employee who regularly works a minimum of 40 hours a week or more on a continuing basis is considered to be Full Time. A Full-Time Employee has completed the Introductory Period and is eligible for all benefits within the limits stated for each benefit.

Part-Time Employee: An employee who regularly works less than 40 hours a week on a continuing basis is considered to be Part-Time. A Part-Time employee who has completed the Introductory Period is eligible for most benefits on a pro-rata F.T.E. basis when regular time scheduled is between 20-39 hours per week within the limits stated for each benefit. Part-Time Employees who regularly works less than 20 hours per week are ineligible for all benefits with the exception of the Simplified Employee Pension Plan Individual Retirement Account within the limits stated for this benefit.

Temporary Employee: An employee who is hired on a project basis for a fixed duration with a definite ending date is considered to be Temporary. The employment period will not exceed six months. A Temporary Employee does not serve an Introductory Period and is ineligible for all benefits.

On Call Employee: An employee who is hired on a project or program basis who works occasionally with no regular schedule is considered to be On Call. An On Call Employee does not serve an Introductory Period and is ineligible for benefits with the exception of the Simplified Employee Pension Plan Individual Retirement Account within the limits stated for this benefit.

Bargaining Unit Employee: Certain new employees hired into a Bargaining Unit position in the Head Start Program at NeighborImpact will be represented by the OSEA Union. Dues or Representation fees are required by law to be deducted from the pay of these employees. *In addition, some exceptions to these regular NeighborImpact benefits will apply to Bargaining Unit positions.*



4. Paid Time Off Benefits for Benefited Employees:

- a. Nine Holidays: New Year's Day, MLK Day, President's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day (taken on the day after Thanksgiving), Thanksgiving Day, Christmas Day. The benefit is accessible immediately.
- b. Two Personal Holidays per calendar year. The benefit is accessible immediately.
- c. For new employees, Annual Leave is earned and prorated (by Full Time Equivalency) each payroll period at the rate of 12 days per year, beginning with the first payroll period. The benefit is accessible upon completion of the Introductory Period.
- d. Other leave benefits are described in the Employee Handbook. Bargain Unit employees may have exceptions to these leave policies.

5. Group Benefits: (These benefit plans may change at any time and are not guaranteed.)

- a. NeighborImpact provides Medical, Dental and Life Insurance to benefited employees. The coverage begins on the first day of the month following three months of employment. NeighborImpact pays 100% of the individual premium cost for benefited employees who are scheduled to work at least 30 hours per week, and 50% of the premium cost for benefited employees who are scheduled to work at least 20 hours per week, but less than 30 hours per week.
- b. As an employee-paid option, NeighborImpact offers Medical and/or Dental Insurance for the family members of a benefited employee who work at least 30 hours per week. The coverage begins on the first day of the month following three months of employment. NeighborImpact deducts from the benefited employee's payroll, the entire cost of the monthly premium(s).
- c. NeighborImpact offers a Section 125 Cafeteria Plan to benefited employees. This optional benefit begins on the first day of the month following three months of employment. Contributions to such plans are deducted from the employee's monthly compensation, and are tax-deferred.
- d. NeighborImpact provides a Simplified Employee Pension Plan Individual Retirement Account, which is required for benefited and qualified employees. The benefit begins after one year of service. 5% of the employee's gross compensation is contributed to the eligible employee's IRA. This benefit does not cost the employee; i.e., nothing is deducted from the employee's monthly compensation.
- e. NeighborImpact offers an opportunity for benefited employees to defer a portion of their compensation to a Section 403(b) Retirement Plan. The benefit begins on the first day of the month following three months of employment. Contributions to such plans are deducted from the employee's monthly compensation, and are tax-deferred.
- f. NeighborImpact offers an opportunity for all employees to defer a portion of their compensation to a savings account at Mid Oregon Federal Credit Union. The benefit begins on the first day of the month following three months of employment. Contributions to such plans are deducted from the employee's monthly compensation, and are not tax-deferred.

6. Payroll Periods: NeighborImpact pays every two weeks on the Friday following the payroll period end date, which is every other Saturday. Automatic payroll deposit into a personal checking account is encouraged.

7. Work Furloughs: NeighborImpact Head Start positions have non-paid furloughs one week at Thanksgiving, two weeks at winter break, one-two weeks at spring break, and during summer break which is approximately two months. Employees are eligible for unemployment benefits during furloughed periods. Furloughs are not guaranteed and the scheduling of such is subject to change.