



# NeighborImpact

Critical Needs. Diverse Services. Empowering Change.

## Application Instructions

1. Thank you for applying at NeighborImpact. Visit [www.neighborimpact.org](http://www.neighborimpact.org) for a listing of open positions. Job descriptions are included with the listing.
2. Please ensure that you have secured a copy of the job description of the position for which you are applying. *And, ensure that you are qualified for that position based on the qualifications which are listed in the job description.* NeighborImpact accepts applications for posted open positions only. All positions are open until an offer is made and accepted.
3. Complete the job application in full. Incomplete applications cannot be accepted.
4. Submit the application, your resume and *a cover letter stating why you are interested and qualified for the position*, to NeighborImpact, via fax, email ([hr@neighborimpact.org](mailto:hr@neighborimpact.org)), 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: 541-316-2007  
Phone: 541-548-2380 Ext. 153

5. Keep the Job Description, Instruction page, and Fact Sheet for your personal reference.
6. Please note that if you have applied within the last 12 months, we will have your application and resume on file. In this case, you may opt to submit only a new cover letter for the job for which you are applying (please include why you are interested in the new position and why your background qualifies you). We can then attach your on-file resume and application to your cover letter when it arrives. In your cover letter, please indicate the month in which you last applied. For your convenience, cover letters for this purpose may be emailed to [hr@neighborimpact.org](mailto:hr@neighborimpact.org) or delivered via any of the methods described above in number 4.



## APPLICATION FOR EMPLOYMENT

**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 practices equal employment opportunity and does 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.

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 and a signed copy is submitted with a cover letter and resume; all three documents are required.

**PLEASE PRINT OR TYPE**

Position applied for \_\_\_\_\_ Today's date \_\_\_\_\_

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

How did you learn about this opening?  Bend Bulletin  Craigslist  Idealist  Friend  
 NeighborImpact Employee  NeighborImpact Website  Other \_\_\_\_\_

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

\_\_\_\_\_  
Present Street Address City State Zip Code

\_\_\_\_\_  
Mailing Address If Different City State Zip Code

Best Phone Number: \_\_\_\_\_  Cell  Home  Office

\_\_\_\_\_  
E-Mail Address

Have you ever worked or volunteered at NeighborImpact?  Yes  No When/What? \_\_\_\_\_

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

Have you ever been dismissed by an employer?  
 Yes  No

If yes, please explain:

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

If yes, please explain: \_\_\_\_\_



List any felony conviction, any sex crime conviction and any crime conviction involving theft or dishonesty on the reverse of this page. None.  See Reverse.

**Head Start Program Applicants Only:** List any pending and/or prior criminal arrest, charge or conviction related to child sexual abuse or neglect on the reverse of this page. None.  See Reverse.

Please be aware that all positions require background checks for criminal activity. Except for sex crimes, a record of offense(s) will not necessarily result in denial of employment. Each application will be considered individually.

**EDUCATION**

School Type	Name/Location of School	Years Completed	Graduated (Y or N)	
High School/GED:	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
College/University:	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
College Major: _____				
Degree Name(s): _____		Early Childhood Education Credits: _____		

**SPECIALIZED TRAINING**

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.

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**SKILLS, KNOWLEDGE and CERTIFICATIONS**

<input type="checkbox"/> Pediatric CPR Card	Exp: _____	<input type="checkbox"/> Central Background Registration	Exp: _____
<input type="checkbox"/> First Aid Card	Exp: _____	<input type="checkbox"/> Oregon Driver's License	Exp: _____
<input type="checkbox"/> Food Handlers Card	Exp: _____	<input type="checkbox"/> Valid Auto Insurance	Exp: _____
<input type="checkbox"/> Other: _____	Exp: _____	NCRC* Score: <input type="checkbox"/> None <input type="checkbox"/> Platinum <input type="checkbox"/> Gold <input type="checkbox"/> Silver <input type="checkbox"/> Bronze	
<input type="checkbox"/> Other: _____	Exp: _____	*Preferred for all NeighborImpact positions. National Career Readiness	
<input type="checkbox"/> Other: _____	Exp: _____	Certificate information can be found at: <a href="http://www.oregonncrc.org/">http://www.oregonncrc.org/</a>	
<hr/>			
<input type="checkbox"/> Excel	<input type="checkbox"/> Word	<input type="checkbox"/> Outlook	<input type="checkbox"/> Customer Service
<input type="checkbox"/> Notary Public	<input type="checkbox"/> WPM (Speed) Keyboarding _____		
<input type="checkbox"/> Other: _____			
<hr/>			
Spanish Language	<input type="checkbox"/> Beginning	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
Other Foreign Language: _____	<input type="checkbox"/> Beginning	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced



**WORK HISTORY**

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

<b>Employer</b>	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

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

Duties: \_\_\_\_\_

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

Duties: \_\_\_\_\_

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

Duties: \_\_\_\_\_



**REFERENCES**

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

Name	Address	Occupation	Phone	Yrs. Known
<hr/>				
<hr/>				

**AFFIDAVIT**

Initial next to each statement.

\_\_\_\_\_ 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 at any time during my employment.

\_\_\_\_\_ 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.

\_\_\_\_\_ I authorize NeighborImpact 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 NeighborImpact and all employers and schools from liability for any damages that may result from furnishing information to NeighborImpact.

\_\_\_\_\_ I agree to submit to any post-offer, pre-employment testing or physicals, as required by NeighborImpact.

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

\_\_\_\_\_ I understand that this application in no way represents a contract of employment between me and NeighborImpact. I also understand that, if I am hired, the employment relationship will be at-will, which means that it may be terminated by NeighborImpact 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.

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 generally 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. A Collective Bargaining agreement supersedes Oregon at-will rules. In addition, some exceptions to other 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. Bargaining Agreement employees have exceptions to these leave policies: consult the Bargaining Agreement..

**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 of basic plans for benefited employees who are scheduled to work at least 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), and are tax-deferred.
- c. NeighborImpact offers a Section 125 Flexible Spending 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 of their choice beginning 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. Automatic payroll deposit into a personal checking account is encouraged.

**7. Work Furloughs:** NeighborImpact Head Start positions have non-paid furloughs at Thanksgiving, winter break, spring break, and during summer break. Some NeighborImpact employees are eligible for unemployment benefits during furloughed periods. Furloughs are not guaranteed and the scheduling of such is subject to change.