



APPLICATION FOR EMPLOYMENT

Online submissions are preferred: **Apply online at <https://portlandaudubon.bamboohr.com/jobs>**. If that is not possible, you can send this completed application form, including a resume and cover letter, via the US Postal Service to:

Human Resources
 Portland Audubon
 REF: (Title of Position You are Applying For)
 5151 NW Cornell Road
 Portland, OR 97210

Portland Audubon is an equal opportunity organization that does not discriminate on the basis of race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, or gender identity.

POSITION SOUGHT	DATE
NAME	
ADDRESS (IN FULL)	
PHONE	E-MAIL ADDRESS

Please answer the following:

1. Have you applied for work with Portland Audubon before? Yes No
 If yes, for what position?_____
2. Have you ever been employed by Portland Audubon before? Yes No If yes, give date(s):
3. On what date would you be available for work?_____
4. Are you available to work (check all that apply): Full-time? Part-time? Evenings? Temporary?
5. Are you 18 years of age or older? Yes No

EDUCATION (Please add any that are not on your resume)

	Name of School/Location	Number of Years	Degree Received
College/University			
Graduate/Professional			
Other/certifications/etc.			



PAST EMPLOYMENT *(Please reference your last two employers)*

You may exclude organizations which would reveal race, color, sex, sexual preference, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or other legally protected status.

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NAME OF FIRM

CONTACT TEL. E-MAIL ADDRESS

NAME OF SUPERVISOR DATES OF EMPLOYMENT

POSITION(S) HELD REASON FOR LEAVING

2

NAME OF FIRM

CONTACT TEL. E-MAIL ADDRESS

NAME OF SUPERVISOR DATES OF EMPLOYMENT

POSITION(S) HELD REASON FOR LEAVING

PROFESSIONAL REFERENCES *(Please disregard if provided in your resume)*

Please provide two professional references. Indicate any that should not be contacted at this stage in the application process. *(Generally references are not contacted until after an interview has been requested.)*

NAME	PHONE	EMAIL
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NAME	PHONE	EMAIL
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PERSONAL REFERENCES *(Please disregard if provided in your resume)*

Please provide two references, excluding relatives.

NAME	PHONE	EMAIL
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NAME	PHONE	EMAIL
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Please answer the following questions:

1 What experiences in your life have shaped your views on diversity, equity and inclusion?

2 How will those experiences influence your work and your role at Portland Audubon?

3 How can you apply your experience to your work at Portland Audubon?



Job Application Disclaimer and Acknowledgment

I certify that the information contained in this application is correct and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I authorize any of the persons, businesses, schools, or organizations listed on this application to give Portland Audubon and its representatives information concerning my previous employment, education, and qualifications for employment. I also authorize Portland Audubon and its representatives to request and receive such information.

I authorize Portland Audubon, should they employ me, to release employment references if my employment becomes terminated for any reason. I also authorize Portland Audubon to conduct a background check, also known as credit, police, criminal and driving record inquiries, or any other employment related inquiries, in compliance with the provisions of the Fair Credit Reporting Act, 15 U.S.C. Section 1681, et. seq. I understand that the decision to hire me and my continued employment will be subject to the results of these inquiries.

I hereby acknowledge that any employment relationship with Portland Audubon is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge the Employee, at any time, with or without cause, and with or without prior notice. It is further understood that the “at will” employment relationship may not be changed by any written document or by conduct unless the Board of Directors of Portland Audubon specifically acknowledges such changes in writing.

Portland Audubon considers applicants for all positions on the basis of qualifications and without regard to race, color, religion, gender (sex), national origin, age, marital status, veteran status, disability, sexual orientation, use of lawful products during non-work hours and any other legally protected status.

I have read and understand this agreement. (Note: once signed, document may not be edited, and optional information below may not be added.)

Signature of Applicant _____ Date: _____

Thank you for considering employment with Portland Audubon.

[Click here](#) to offer Portland Audubon feedback about its recruitment efforts.