



Up and Out, Inc.

APPLICATION FOR EMPLOYMENT

Please Answer All Questions and Print Clearly. Résumés Are Not A Substitute For A Completed Application.

We are an equal opportunity employer. Applications are considered for positions without regard to race, religion, sex, national origin, age, Disability, or any other consideration made unlawful by applicable federal, state or local laws.

Position Applied For _____ Name _____

Telephone Number () _____ Alt. Number () _____
Area Code Phone # Area Code Phone #

Present Address _____ How long there? _____ / _____
Street, APT. or Unit No./City/State/Zip Years Months

Previous Address _____ How long there? _____ / _____
Street, APT. or Unit No./City/State/Zip Years Months

Desired Salary/Hourly Rate _____

If under the age of 18, can you produce the necessary work certificate at the time of employment? Yes No

Type of employment desired? Full-time Part-time (specify hours) _____

Are you willing to work over time? Yes No Date on which you can start work if hired _____

Have you been referred to Up and Out, Inc. for employment: Yes No If "Yes", by whom: _____

Have you previously applied for employment with this company? Yes No

If yes, when and where did you apply? _____

Have you ever been employed by this Company? Yes No If yes, provide dates of employment, location, and reason for separation from employment. _____

INSTRUCTIONS FOR ANSWERING THE NEXT TWO QUESTIONS:

1. District of Columbia and **Washington** applicants: Limit any response to the past ten (10) years.
2. North Dakota and **Oregon** applicants: Regarding arrests, limit your response to pending charges for felonies and class A misdemeanors that are less than one (1) year old.
3. **All applicants:** do not include convictions that were sealed, eradicated, erased, annulled by a court, or expunged, or convictions that resulted in a referral to a diversion program.

Have you ever plead guilty or no contest to, or been convicted of any criminal offense other than the applicable exceptions listed above? Yes No

Have you ever been arrested for any matters for which you are out on bail or on your own recognizance pending trial? Yes No

CRIMINAL OFFENSES ONLY: If you answered "Yes" to either of the above two questions, please provide the date(s) and explain in accordance with the above instructions so that individual circumstances can be considered. _____

Criminal convictions or arrests will not automatically disqualify an applicant from a particular job. The Company will consider the nature of crime, its seriousness, whether the conviction(s) substantially relates to the position's functions and qualifications, the frequency of convictions, the applicant's age at the time of conviction, the time elapsed since the date of conviction or completion of jail sentence, the applicant entire work and educational history, and employment references and recommendations.

Have you ever initiated an act of violence in the workplace? Yes No

If Yes, please provide the date(s) and explain so that individual circumstances can be considered. (A "Yes" answer will not necessarily disqualify you from employment.) _____

Positions which require a driving clearance are Executive Director, Sr. Administrator, Administrator, Program Manager, and Skills Trainer. Individual driver minimum standards:

1. No major convictions on your Motor Vehicle Record (MVR)
2. MVR containing *no more than*:
 - a. One at-fault accident in the last three years
 - b. Two minor convictions in the last three years
 - c. One at-fault accident and one minor conviction in the last three years.

Do you meet the minimum standards? Yes No

Education	School Name and Location	Course of Study	Graduate?	# of years completed	Degree/Major

Honors received _____

List all special technical skills that you feel qualify you for the job for which you are applying (e.g. computer Programming/language, software, equipment operation, special tools or machines, etc.) _____

Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work and educational record? _____

WORK EXPERIENCE: Please list the names of your present or previous employers in chronological order with present or last employer listed first. Account for all periods of time including any period of unemployment if self-employed, supply firm name and business references. You may include any verifiable work performed on a volunteer basis, internships, or military service. Your failure to completely respond to each inquire may disqualify you for future consideration from employment.

Employer

Name _____ *Address* _____ *Type of Business* _____

Telephone () _____ Date Employed From: _____ To: _____
Area Code Phone #

Job Title _____ Duties _____

Supervisor's Name _____ May we contact? Yes No If no, why not? _____

Wages: Start _____ Final _____ Reason for Leaving? _____

What will this employer say was the reason your employment terminated? _____

How much notice did you give when resigning? If none, explain.

Employer

Name _____ *Address* _____ *Type of Business* _____

Telephone () _____ Date Employed From: _____ To: _____
Area Code Phone #

Job Title _____ Duties _____

Supervisor's Name _____ May we contact? Yes No If no, why not? _____

Wages: Start _____ Final _____ Reason for Leaving? _____

What will this employer say was the reason your employment terminated? _____

How much notice did you give when resigning? If none, explain.

Employer

<i>Name</i>	<i>Address</i>	<i>Type of Business</i>
Telephone () _____	Date Employed From _____ To _____	
Job Title _____	Duties _____	
Supervisor's Name _____	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, why not? _____
Wages: Start _____ Final _____	Reason for Leaving? _____	
What will this employer say was the reason your employment terminated? _____		
How much notice did you give when resigning? If none, explain. _____		

Please explain fully any gaps in your employment history I excess of one month

Have you ever been terminated or asked to resign from any job? Yes No

Has your employment ever been terminated by mutual agreement? Yes No

Have you ever been given the choice to resign rather than be terminated? Yes No

If you answered Yes to any of the above three questions, please explain the circumstances of each occasion.

REFERENCES

Please list the names of additional Professional Work references we may contact. Individuals with no prior work experience may list school or volunteer related references.

NAME	POSITION	COMPANY	WORK RELATIONSHIP (i.e. supervisor, co-worker)	TELEPHONE

Please list the names of Personal References (*not* previous employers or relatives) who know you well that we may contact

NAME	OCCUPATION	ADDRESS	TELEPHONE	YEARS KNOWN

APPLICATION CERTIFICATION

I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license and automobile liability insurance in an amount equal to the minimum required by the state where I reside.

I understand that Up and Out, Inc. may now have, or may establish, a drug-free workplace or drug and/or alcohol testing program consistent with applicable federal, state, and local law. If Up and Out, Inc. is such a program and I am offered a conditional offer of employment, I understand that if a pre-employment (post-offer) drug and/or alcohol test is positive, the employment offer may be withdrawn, I agree to work under the conditions requiring a drug-free workplace, consistent with applicable federal, state, and local law. I also understand that all employees of the location, pursuant Up and Out, Inc.'s policy and federal, state, and local law, may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or controlled drugs. If employed, I understand that the taking of alcohol and/or drugs test is a condition of employment and I agree to undergo alcohol and drug testing consistent with Up and Out, Inc.'s policies and applicable federal, state, and local law.

If employed by the Company, I understand and agree that Up and Out, Inc., to the extent permitted by federal, state and local law, may exercise its right, without prior warning or notice, to conduct investigations of property (including, but not limited to, files, lockers, desks, vehicles, and computers) and, in certain circumstance, my personal property.

I understand and agree that as a condition of employment and to the extent permitted by federal, state, and local law I may be required to sign confidentiality, non-compete, and/or conflict of interest statement.

I certify that all the information on this application, my resume, or any supporting documents I may present during an interview is and will be complete and accurate to the best of m knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action up to and including immediate dismissal.

I UNDERSTAND THAT NEITHER THIS APPLICATION NOR ANY COMMUNICATION BY AN UP AND OUT, INC. REPRESENTATIVE IS INTENDED TO CREATE OR DOES CREATE A CONTRACT OF EMPLOYMENT, OFFER OR PROMISE OF EMPLOYMENT FOR A DEFINITED TERM. I ACKNOWLEDGE THAT IF HIRED BY UP AND OUT, INC., EMPLOYMENT IS ON AN AT-WILL BASIS IN ACCORDANCE WITH OREGON STATE LAW. THIS MEANS THAT GENERALLY, IN THE ABSENCE OF A CONTRACT OR STATUTE TO THE CONTRARY, OREGON EMPLOYERS MAY DISCHARGE AN EMPLOYEE AT ANY TIME AND FOR ANY REASON, OR FOR NO REASON AT ALL. I AM FREE TO TERMINATE MY EMPLOYMENT WITH THE COMPAN AT ANY TIME FOR AN REASON. THIS AT AT-WILL PROVISION MAY BE MODIFIED OR WAIVED ONLY IN A WRITTEN AGREEMENT SIGNED BY AN AUTHORIZED REPRESENTATIVE OF UP AND OUT, INC. AND ME. I AGREE TO CONFORM TO THE RULES AND REULATIONS OF THE COMPANY, AND I UNDERSTAND THAT UP AND OUT, INC. HAS COMPLETE DISCRETION TO MODIFY ITS RULES AND REGULATIONS AT ANY TIME, EXCEPT THAT IT WILL NOT MODIFY ITS POLICY OF EMPLOYMENT AT-WILL OR ITS ARBITRATION POLICY, IF ANY.

I authorize Up and Out, Inc. or its agents to confirm all statements contained in this application and/or resume as it is related to the position I am seeking and to the extent permitted by federal, state, or local law. I agree to complete any requisite Authorization forms for the background investigation.

I authorize and consent to, without reservation, any party or agency contacted by Up and Out, Inc. to furnish the above mentioned information. I hereby release, discharge and hold harmless, to the extent permitted by federal, state, and local law, any party delivering information to Up and Out, Inc. or its duly authorized representatives pursuant to this authorization from any liability, claims, charges, or causes of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from liability Up and Out, Inc. and its representative for seeking such information and all other persons, corporations, or organizations furnishing such information.

If hired by Up and Out, Inc., I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States by Up and Out, Inc., I also understand Up and Out, Inc. employs only individuals who are legally eligible to work in the United States Up and Out, Inc..

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF SIXTY (60) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME YOU MUST REAPPLY.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE AND COMPLETE.

Applicant Signature _____

Date ____ / ____ / ____