



Community Action Program of East Central Oregon

Serving Umatilla, Morrow, Gilliam and Wheeler Counties

721 SE 3rd St, Ste D • Pendleton, OR 97801
541-276-1926 or 800-752-1139
www.capeco-works.org

Thank you for considering the Community Action Program of East Central Oregon (CAPECO) as a prospective employer.

This packet consists of the following documents:

1. CAPECO Employment Application
2. Equal Employment Opportunity, Voluntary Self-Identification Data Sheet
3. Recruitment Survey

**Complete the application in ink or fill-in electronically using Adobe Acrobat Reader.
The application must be fully completed.**

A resume will not be accepted as a substitute for this application.

Submit your completed application and any additional information to **HR@capeco-works.org**. You may also mail or deliver the completed application to:

CAPECO
Attn: Human Resources
721 SE 3rd St, Ste D
Pendleton, OR 97801

If you have questions, call the Human Resources office at 541-278-5666.

Mission

Assisting people to become independent, healthy and safe.

Vision

CAPECO envisions the success of every youth, adult and senior to eliminate poverty and promote independence through employment and the sharing of resources that move individuals from surviving to thriving.

Core Values

Image: We serve our community in a positive, innovative, accountable and fiscally responsible manner in an inviting atmosphere which upholds the public trust and fulfills our mission.

Integrity: A personal commitment to do what is right morally, ethically and professionally.

Attitude: We exhibit positive, respectful, confident and non-judgmental behavior toward others. Our success is a reflection of our attitude.

Customer Service: We aspire to provide our customers with prompt, courteous, consistent and resourceful services. We treat each individual with dignity, fairness and respect. Customer service is not a department, it is an attitude! Our customers are the essence of our existence.

Professionalism: We exemplify the highest standard of professionalism. We aspire to set an example by maintaining a high level of knowledge in our respective fields and conduct ourselves in a manner that reflects positively on the company.

<h1>Community Action Program of East Central Oregon</h1>	Last Name	First Name	Middle Name	Date of Application		
	Home Telephone		Cell or Other Telephone		Date Available	
	Street Address		City		State	Zip
EMPLOYMENT APPLICATION	Email					
<p>EQUAL EMPLOYMENT OPPORTUNITY. It is CAPECO's policy to seek and employ the best qualified employees, to provide equal opportunity for the advancement of employees and to administer all of our employment policies in a manner that will not discriminate against any person because of race, color, religion, age, sex, sexual orientation, gender identity, marital or veteran status, national origin, mental or physical disability, genetic information, on-the-job injuries, or any other status protected by applicable law.</p> <p>IMPORTANT: If hired, all employees must (1) have or obtain a social security number for payroll purposes and (2) present document(s) verifying identity and eligibility to work in the United States and complete an I-9 (employment eligibility verification) form.</p>			POSITION APPLYING FOR:			
			<p>Have you ever worked for us before? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>RELATIVES AND FRIENDS: Qualified relatives and friends are eligible for employment except in unusual situations when CAPECO needs to avoid possible conflicts of interest. Do you have any relatives or friends (such as roommates or domestic partners) who currently work for us?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state name(s):</p>						
QUALIFICATIONS:						
Do you have a NCRC certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, select the level of your certificate: <input type="checkbox"/> Platinum <input type="checkbox"/> Gold <input type="checkbox"/> Silver <input type="checkbox"/> Bronze						
Education:						
<i>Name of School, City and State</i>			<i>Did you graduate?</i>			
High School:			<input type="checkbox"/> Yes <input type="checkbox"/> No			
List degree achieved or number of credits completed:						
College:			<input type="checkbox"/> Yes <input type="checkbox"/> No			
List degree achieved or number of credits completed:						
College:			<input type="checkbox"/> Yes <input type="checkbox"/> No			
List degree achieved or number of credits completed:						
Vocational/Trade/Other:			<input type="checkbox"/> Yes <input type="checkbox"/> No			
List degree achieved or number of credits completed:						
List any special courses, seminars and/or training directly related to the position for which you are applying? (Attach additional sheet if you need more space.)						
IMPORTANT NOTICE TO ALL APPLICANTS						
<p>CRIMINAL AND/OR DRIVING RECORD: CAPECO will ask for additional information from applicants who receive a conditional offer of employment about the applicant's criminal record or, for positions in which driving is an essential function of the job, driving record, including convictions of any crime (whether a felony, misdemeanor, or other violation or offense), or pleas of guilty or no contest, or forfeitures of bail or bond. We may also ask for this information as part of a background check. <i>A criminal or driving record is not an automatic bar to employment. Factors such as the nature and gravity of the crime, the length of time since the conviction and/or completion of any sentence, and the nature of the job for which you have applied will be considered.</i></p>						

EMPLOYMENT EXPERIENCE: Start with your most current or recent job first. List all employment, including any self-employment or military service for the last ten years. You can include more if you feel it's relevant to the position. Attach an additional sheet if you need more space to list employment experience.

<i>Current or Most Recent Employer</i>	Hire Date	End Date	Job Title
Address	Job Duties		
Phone			
Supervisor	Reason for Leaving		
<i>Previous Employer</i>	Hire Date	End Date	Job Title
Address	Job Duties		
Phone			
Supervisor	Reason for Leaving		
<i>Previous Employer</i>	Hire Date	End Date	Job Title
Address	Job Duties		
Phone			
Supervisor	Reason for Leaving		
<i>Previous Employer</i>	Hire Date	End Date	Job Title
Address	Job Duties		
Phone			
Supervisor	Reason for Leaving		

Have you ever been terminated, quit because you believed that you might be terminated, or quit at an employer's request?

Yes No If yes, please identify employer and explain circumstances: _____

REFERENCES: Provide at least 1 professional reference and 2 personal references (not relatives).

Name	Title or Relationship	Phone		
Company	Street Address	City	State	Zip
Name	Title or Relationship	Phone		
Company	Street Address	City	State	Zip
Name	Title or Relationship	Phone		
Company	Street Address	City	State	Zip

OTHER QUALIFICATIONS

Please indicate the skills in which you are proficient. Do not indicate skills you are not willing to use on the job.

Operating Systems:

- Windows
- MAC
- Other: _____

Word Processing:

- Microsoft Word
- Other: _____

Spreadsheet:

- Microsoft Excel
- Other: _____

Database:

- Microsoft Access
- Other: _____

Desktop Publishing (Electronic Materials):

- Microsoft PowerPoint
- Adobe Illustrator
- Adobe Photoshop
- Corel Presentations
- Other: _____

Desktop Publishing (Printed Materials):

- Microsoft Publisher
- Adobe InDesign
- Other: _____

Data Entry:

- 10-Key Proficiency
Indicate your strokes per minute: _____
- Key Board Proficiency
Indicate your words per minute: _____
- Other: _____

Other Computer Applications:

- Outlook Email
- Internet Searching
- Other: _____

Experience with Public Contact:

- Providing to and receiving information from the general public
- Providing to and receiving information from upset or frustrated people
- High volume contact: Providing information in-person or over the phone
- Explaining information regarding specific programs, services, policies and procedures

Experience with Written Communication:

- Composing correspondence and other documents
- Editing/ proofreading in detail
- Spelling/English grammar

Experience with Scheduling:

- Arranging meetings (including scheduling participants and facilities, and arranging for refreshments)
- Scheduling business trips (including making airline and hotel reservations, arranging for rental or motor pool cars and handling reimbursement expenses)

Experience with Records Processing:

- Travel
- Budget
- Grants/Contracts
- Payroll
- Personnel
- Statistical

Experience with Accounting:

- Auditing transactions
- Posting/balancing entries to accounts/ledgers
- Preparing invoices for payment/assigning account information
- Recording information in a financial information system
- Preparing purchase order
- Monitoring a budget and anticipating cost overruns

Experience with Supervision/ Lead Work:

- Assigning and reassigning tasks to accomplish prescribed work efficiently
- Orienting new employees
- Transmitting established standards of performance to workers and reviewing work of employees
- Providing informal assessment of workers' performance to the supervisor
- Interviewing/Hiring

Experience with Non-English Languages:

- Language: _____
- Understand
 - Speak
 - Read
 - Write
- Language: _____
- Understand
 - Speak
 - Read
 - Write

List any special other special skills, professional licenses, training, courses, certifications or qualifications pertinent to the position for which you are applying.

VERIFICATION, AUTHORIZATION AND SIGNATURE

1. I authorize the investigation of all matters that CAPECO deems relevant to my qualifications for employment, including all information given in this application and in any attachments, supporting documents or interviews. I authorize you to request and receive such information, and I release from all liability any current or former employers, other entities (such as schools, etc.), or persons (such as current or former supervisors, coworkers, etc.), supplying it. I also release you from all liability that might result from making the investigation.
2. I certify that all of the information given in this application and in any attachments, supporting documents or interviews is (or will be) true and complete to the best of my knowledge. I understand and agree that any falsification, misrepresentation or omission, as well as any misleading statements or omissions, generally will result in denial of employment, withdrawal of any offer of employment, or immediate termination, regardless of when and how discovered.
3. I understand and agree that I may be required to submit to pre- or post-employment physical or other professional examinations, medical inquiries and/or urinalysis or alternative tests for the presence of drugs and/or alcohol. **IMPORTANT: This means that with very few exceptions an employee will be required to submit to testing in several different circumstances. Ask to see copies of our applicant and employee alcohol and drug policies if you have any questions.** I agree to such examinations, inquiries and/or testing at CAPECO's expense. I authorize release of the results to CAPECO and their use to evaluate my suitability for employment. I also release CAPECO from all liability arising out of or connected with any examinations, inquiries and/or testing.
4. I understand and agree that I may resign or be terminated "at-will," without cause or notice, at any time, unless otherwise stated in a written employment contract. I also understand and agree that Board of Directors and/or the CEO are the only persons who will ever have the authority to agree to any other terms and/or to enter into such contracts, and that all such agreements for other terms of employment or contracts must also be signed by both parties and/or their authorized representatives to be valid. I also understand and agree that unless otherwise stated in a written employment contract, CAPECO may change, withdraw and interpret other policies (including wages, hours and working conditions), except for this policy of employment at-will, as it deems appropriate.
5. This application will only be considered for 45 days. I understand that if I have not been hired within this time period and still want to be considered for employment, I must complete a new application.
6. I understand and agree that if I am hired, the statements in these paragraphs will become a binding part of my employment relationship. I have read (or had read to me in a language I understand) each of these statements. I have also reviewed all of the information provided in this application and in any attachments or supporting documents.

Signature: _____

Date: _____

Unsigned or incomplete applications will not be considered.

Space Below for Office Use Only

<input type="checkbox"/> Accepted	<input type="checkbox"/> Recruitment closed	<input type="checkbox"/> Insufficient experience	Reviewed by: Review date: Date received: Date postmarked if mailed:
<input type="checkbox"/> Not accepted for reasons checked to the right	<input type="checkbox"/> Application incomplete	<input type="checkbox"/> Lacks licenses	
	<input type="checkbox"/> Insufficient education	<input type="checkbox"/> Other:	

**EQUAL EMPLOYMENT OPPORTUNITY (EEO)
VOLUNTARY SELF-IDENTIFICATION DATA SHEET**

CONFIDENTIAL – FOR STATISTICAL USE ONLY

The Equal Employment Opportunity Commission (EEOC) requires certain federal contractors and subcontractors to (a) invite applicants to voluntarily self-identify sex and race, and (b) complete an EEO-1 report each year. Completion of this form is voluntary, and the answers given will not affect your opportunity for employment or the terms or conditions of your employment. This form will be used for EEO-1 reporting purposes only, and will be kept separate from other personnel records by the HR department. Please return completed forms to the HR department.

Name: _____

Date: _____ Position: _____

Please check one of the options immediately below.

- Male Female (The federal EEO-1 form allows only these two designations.)

***Please check one of the descriptions below corresponding
to the ethnic group with which you identify.***

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- White (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- Black or African American (Not Hispanic or Latino): A person having origins in any of the Black racial groups of Africa.
- Native Hawaiian or Pacific Islander (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- Asian (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- Native American or Alaska Native (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
- Two or more races (Not Hispanic or Latino): All persons who identify with more than one of the above five races.
- I do not wish to disclose.

RECRUITMENT SURVEY

Please tell us how you learned about this employment opportunity by including below the resource(s) you used. This information is not part of the applicant evaluation procedure and is used by Human Resources to continually monitor the effectiveness of our recruitment efforts.

- CAPECO Employee
- WorkSource Oregon (Employment Department)
- Newspaper or Publication (please specify) _____
- Referred by: _____
- Other: _____

Thank you for participating!