

As an Equal Opportunity Employer, OPPORTUNITY RESOURCES, INC., (ORI) encourages applicants from minorities, women and persons with disabilities. We pledge not to discriminate with respect to race, sex, creed, color, religion, national origin, age, sexual orientation, marital status or disability.

**APPLICATIONS THAT ARE NOT FILLED OUT COMPLETELY CANNOT BE CONSIDERED.
IF A QUESTION DOES NOT PERTAIN TO YOU, WRITE IN THE LETTERS (NA).**

NAME: _____ **SOCIAL SECURITY NUMBER:** _____
(Last First Middle)

ADDRESS: _____
(Street and/or mailing city state zip)

PHONE NUMBER(S): _____ (Home) _____ (Work/Message)

Position(s) Applying for: _____

Date Available for Employment: _____ Wage/Salary Requirement: _____

Planned Length of Employment at ORI: _____ Full-time _____ Part-time _____ Temporary

Do you have any relatives currently working for ORI? _____ No _____ Yes, who? _____

EDUCATION AND TRAINING

Type	Name & Location	Years Completed	Major	Degree or Diploma Received
High School				
College				
College				
Other				
Other				

PROFESSIONAL LICENSES, REGISTRATIONS &/OR CERTIFICATIONS

Type	State Issued	Number	Expiration Date	Type	State Issued	Number	Expiration Date
CPR:				Other:			
First Aid:				Other:			
MANDT:				Other:			
Medication Certification				Driver's License:			

ADDITIONAL SKILLS

Computer Skills (software used & skill level – beginner, intermediate, advanced):
Other Skills (i.e., office equipment, tools/machines, foreign/sign language, etc.):

EMPLOYMENT HISTORY (List present or most recent job related experience first, include fulltime, part-time and volunteer work.) Describe your specific duties, responsibilities and accomplishments in this job, including a review of any supervisory responsibilities and special skills required.

DATES EMPLOYED		SALARY		HOW LONG	HOURS PER WEEK	POSITION TITLE
From:	To:	Start:	End:			
Employer:					Address:	
Name/Title of Supervisor:					Phone:	
Reason(s) for Leaving:						
Why would you NOT return to this position if offered:						
Why WOULD you return to this position if offered:						
Describe Your Responsibilities:						

DATES EMPLOYED		SALARY		HOW LONG	HOURS PER WEEK	POSITION TITLE
From:	To:	Start:	End:			
Employer:					Address:	
Name/Title of Supervisor:					Phone:	
Reason(s) for Leaving:						
Why would you NOT return to this position if offered:						
Why WOULD you return to this position if offered:						
Describe Your Responsibilities:						

DATES EMPLOYED		SALARY		HOW LONG	HOURS PER WEEK	POSITION TITLE
From:	To:	Start:	End:			
Employer:					Address:	
Name/Title of Supervisor:					Phone:	
Reason(s) for Leaving:						
Why would you NOT return to this position if offered:						
Why WOULD you return to this position if offered:						
Describe Your Responsibilities:						

EMPLOYMENT HISTORY (continued)

DATES EMPLOYED		SALARY		HOW LONG	HOURS PER WEEK	POSITION TITLE
From:	To:	Start:	End:			
Employer:					Address:	
Name/Title of Supervisor:					Phone:	
Reason(s) for Leaving:						
Why would you NOT return to this position if offered:						
Why WOULD you return to this position if offered:						
Describe Your Responsibilities:						

DATES EMPLOYED		SALARY		HOW LONG	HOURS PER WEEK	POSITION TITLE
From:	To:	Start:	End:			
Employer:					Address:	
Name/Title of Supervisor:					Phone:	
Reason(s) for Leaving:						
Why would you NOT return to this position if offered:						
Why WOULD you return to this position if offered:						
Describe Your Responsibilities:						

SUPPLEMENTAL BACKGROUND INFORMATION (Please explain any "yes" answer in space provided below.)		
1. Have you ever been convicted for neglect or abuse, sexual abuse or other acts of violence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Have you ever been convicted for violating any other law or ordinance (excluding minor traffic violations)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Are you currently being investigated for neglect, abuse of any violation of any law?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Have you ever been terminated from any job for any reason other than a layoff?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Is there any reason why you cannot perform the essential functions of the job you are applying for?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please note, conviction does not automatically exclude you from consideration for employment.		
Question #	Date	Explanation

