



## Application For Employment: Page 1 of 4

Conditions of employment are stated at the end of this form. Please read carefully before you sign this application.

Position Applied For \_\_\_\_\_ Date Of Application \_\_\_\_\_

### Personal

Full Name \_\_\_\_\_ Email \_\_\_\_\_

Present Address \_\_\_\_\_ How long? \_\_\_\_\_ Phone \_\_\_\_\_

City, State & Zip \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Other names used now or in the past \_\_\_\_\_

If no phone, how may we contact you? \_\_\_\_\_

Have you ever worked with the company?  Yes  No If yes, where \_\_\_\_\_ Approx. date MO/YR \_\_\_\_\_

Reason for leaving \_\_\_\_\_

How were you referred to the company? \_\_\_\_\_

### General Information

Why do you want this job and how does it fit in with your future plans? \_\_\_\_\_

Can you perform the essential functions of the job(s) you are applying for, with or without reasonable accommodation? \_\_\_\_\_

Date available for work? \_\_\_\_\_ Are you available to work  Full-time  Part-time  Overtime

Are you under the age of 18?  Yes  No Are you available to travel?  Yes  No

Please check preferred schedule

A.  I am available and desire to work FULL-TIME, and do not have restrictions on my hours and days. (Complete Section B.)

I am available and desire PART-TIME work. (If less than 30 hours a week, please complete Sections A and B.)

I am only available for PART-TIME work:  Yes  No

B.

Hours Available	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
"X" if no restrictions							
I am available from:	___ to ___	___ to ___	___ to ___	___ to ___	___ to ___	___ to ___	___ to ___

### Education

High School Name & Address \_\_\_\_\_ Major \_\_\_\_\_ Graduated  Yes  No Degree \_\_\_\_\_

College Name & Address \_\_\_\_\_ Major \_\_\_\_\_ Graduated  Yes  No Degree \_\_\_\_\_

College Name & Address \_\_\_\_\_ Major \_\_\_\_\_ Graduated  Yes  No Degree \_\_\_\_\_

Graduate School Name & Address \_\_\_\_\_ Major \_\_\_\_\_ Graduated  Yes  No Degree \_\_\_\_\_

Business Trade Name & Address \_\_\_\_\_ Major \_\_\_\_\_ Graduated  Yes  No Degree \_\_\_\_\_

**Newport Avenue Market**  
1121 NW Newport Avenue • Bend, OR • 97703

**Melvin's by Newport Avenue Market**  
160 S. Fir Street • Sisters, OR • 97759



## Application For Employment: Page 2 of 4

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### Employment History

1. Employer Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Employed From (MO./YR.) \_\_\_/\_\_\_ To (MO./YR.) \_\_\_/\_\_\_ Type of Business \_\_\_\_\_

Describe your position and duties \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

Name and title of immediate supervisor? \_\_\_\_\_

2. Employer Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Employed From (MO./YR.) \_\_\_/\_\_\_ To (MO./YR.) \_\_\_/\_\_\_ Type of Business \_\_\_\_\_

Describe your position and duties \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

Name and title of immediate supervisor? \_\_\_\_\_

3. Employer Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Employed From (MO./YR.) \_\_\_/\_\_\_ To (MO./YR.) \_\_\_/\_\_\_ Type of Business \_\_\_\_\_

Describe your position and duties \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

Name and title of immediate supervisor? \_\_\_\_\_

4. Employer Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Employed From (MO./YR.) \_\_\_/\_\_\_ To (MO./YR.) \_\_\_/\_\_\_ Type of Business \_\_\_\_\_

Describe your position and duties \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

Name and title of immediate supervisor? \_\_\_\_\_

Have you ever been discharged from any employment or resigned in lieu of termination?  No  Yes

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

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### Additional Experience or Qualifications

Summarize special skills and qualifications, volunteer activities, military experience, hobbies, employment or other activities related to the job you are seeking, and which you would like to be considered, in connection with your application for employment.

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### Business or Personal References

1. Reference Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_  
Occupation \_\_\_\_\_ Title \_\_\_\_\_ How Long Known \_\_\_\_\_
2. Reference Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_  
Occupation \_\_\_\_\_ Title \_\_\_\_\_ How Long Known \_\_\_\_\_

### Equal Employment Opportunity

The company is committed to equal employment opportunity in all of its employment practices. Decisions involving every aspect of the employment relationship are made without regard to an employee's race, color, creed, religion, sex, age, national origin, marital status, veteran status, workers' compensation, disability, sexual orientation, gender identity or any other status or characteristic protected under applicable state or federal law, unless it is a bona fide occupational requirement necessary to the normal operation of the business.

### Notification and Agreement

#### PLEASE READ BEFORE SIGNING

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK THEM BEFORE SIGNING. YOUR APPLICATION WILL BE GIVEN EVERY CONSIDERATION, BUT ITS RECEIPT DOES NOT IMPLY YOU WILL BE EMPLOYED.

I certify that all answers and statements I have made on this application (and any other accompanying or required documents) are true and complete without omissions. I understand that any falsification, misrepresentation or omission of fact on this application (or any other accompanying or required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.  Yes  No

I understand that my employment may be subject to the satisfactory results of any examination required by the company, including mandatory urine test to detect drug usage and hereby submit to said testing. I agree to conform to all rules and regulations of the company as they presently exist or are later modified. I recognize that my employment is at will and may be terminated at the discretion of the company or at my option, without notice, at any time, except as specifically set forth in writing in a current written agreement signed by the President.  Yes  No

I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between Newport Avenue Market or myself for employment for any specified period of time, or to assure me of any future position, benefits, or terms and conditions of employment, except as specifically stated in a current written agreement signed by the President.  Yes  No

I acknowledge that I have read, understand, and agree with the above. This application is valid for only sixty (60) days from the date signed. If I want to be considered for job openings more than sixty (60) days from date signed, I will submit a new application.  Yes  No

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

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### Application Authorization for Release of Information

I hereby authorize the following former employers:

Company Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

to release information to prospective employers (including anyone claiming to be a prospective employer) regarding my employment. This release of information covers my employment record in general, including information on the following questions:

1. Date of employment;
2. Position held when started and left;
3. The quality of my work;
4. The quantity of my work;
5. My attendance habits (excluding workers' compensation, pregnancy, and other protected absences);
6. My relationship with co-workers and supervisors;
7. My attitude toward work (cooperative? positive? etc.);
8. Reason for leaving;
9. Eligibility for rehire;
10. Strong points;
11. Weak points;
12. Whether I have threatened, provoked fights with or assaulted others, or violated a company policy regarding harassment or violence in the workplace;
13. Other relevant information regarding my performance, skills, ability, suitability for employment sought, etc.

I hereby release all of the above-listed employers from liability arising from their good-faith responses to inquiries about my past employment.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_