



APPLICATION FOR EMPLOYMENT

Please e-mail this completed application form, including a resume and cover letter, to jobs@audubonportland.org with title of position sought in subject heading. Depending upon your computer's capabilities, this form may not "save" from your computer: you may need to print and scan this document. A confirmation email will be sent to you apprising you of the application review process. Printed applications sent by mail are accepted, but not preferred.

The Audubon Society of Portland 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 the Audubon Society of Portland before?
 Yes No If yes, for what position? _____
2. Have you ever been employed by Audubon Society of Portland 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
6. Do you possess a valid driver's license? 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.			
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.

1 Name of Firm: _____
Contact tel. & e-mail address: _____
Name of Supervisor: _____ Dates of Employment: _____
Position(s) held: _____
Starting hourly rate or salary: _____ Ending hourly rate or salary: _____
Reason for leaving: _____

2 Name of Firm: _____
Contact tel. & e-mail address: _____
Name of Supervisor: _____ Dates of Employment: _____
Position(s) held: _____
Starting hourly rate or salary: _____ Ending hourly rate or salary: _____
Reason for leaving: _____

SALARY EXPECTATIONS (Please provide your expectations for this job based on your experience and previous work history)

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 _____
Address _____

Name _____ Phone _____
Address _____

PERSONAL REFERENCES (Please disregard if provided in your resume)

Please provide two references, excluding relatives.

Name _____ Phone _____
Address _____

Name _____ Phone _____
Address _____



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 Audubon Society of Portland and its representatives any and all information concerning my previous employment, education, and qualifications for employment. I also authorize Audubon Society of Portland and its representatives to request and receive such information.

I hereby acknowledge that any employment relationship with Audubon Society of Portland 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 Audubon Society of Portland specifically acknowledges such changes in writing.

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

Date: _____ Signature of Applicant

If our form's electronic signature feature fails to work, or if you experience other problems completing and signing this form electronically, please print, fill out, and scan the document in order to attach it with your complete e-mailed application. Alternatively, it may be mailed to our offices, with position title above the address line.

Thank you for considering employment with the Audubon Society of Portland.

Save this document before clicking on the following link. If you fail to save beforehand, your completed application will disappear and you will have to begin again.

[Please click here to help Portland Audubon improve our recruitment efforts.](#)