



## APPLICATION FOR EMPLOYMENT

Please e-mail this completed application form, including a resume and cover letter, to [jobs@audubonportland.org](mailto: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.

Portland Audubon 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 Portland Audubon before?  
 Yes  No If yes, for what position? \_\_\_\_\_
2. Have you ever been employed by Portland Audubon 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.			

**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: \_\_\_\_\_

**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 \_\_\_\_\_

**Please answer the following questions:**

What experiences in your life have shaped your views on diversity, equity and inclusion?

How will those experiences influence your work and your role at Portland Audubon?

How can you apply your experience to your work at Portland Audubon



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

I hereby acknowledge that any employment relationship with Portland Audubon 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 Portland Audubon 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 \_\_\_\_\_

Thank you for considering employment with Portland Audubon.

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