

# **Columbia Vista Corporation Employment Application**

## **Equal Employment Opportunity Statement**

Columbia Vista is an equal opportunity employer. The objective of Columbia Vista's hiring procedure is to select the most qualified individual for the job. We encourage you to provide us with complete and accurate information that demonstrates your qualifications to perform the duties of the job you are applying for.

## **Invitation to Applicants with a Disability to Request Reasonable Accommodation in the Hiring Process**

If you have a disability that prevents you from successfully demonstrating your qualifications in any step of the hiring process, you may request an accommodation. If you need an accommodation, please inform Personnel at 18637 SE Evergreen Highway, Vancouver, WA 98682, by mail, PO Box 489 Vancouver, WA 98666 or by phone, 360-892-0770 x 114 as soon as possible so that we have enough time to make the necessary arrangements.

## **Responding to Inquiries on the Application Form**

You must complete *all* of the inquiries on the application accurately and truthfully. If you leave an inquiry blank, we will reject your application. If you believe a question does not apply, put "N/A" for a response in the space provided. As part of the application process, the company will verify information on your application form. If you report false, inaccurate or misleading information, we will reject your application or terminate your employment if we discover such information after the date of hire.

## **Purpose of the Application Form**

I understand that the purpose of the application form is to give me the opportunity to provide the company with information about my skills, experience, abilities and other personal attributes that meet the qualification requirements for the job position that is available. I understand that it is in my best interest to be thorough, accurate and descriptive in providing this information. I also understand that a number of people will apply for the job opening and that Columbia Vista does not guarantee anyone an interview or consideration beyond completing the application form.

## **Consideration of the Application Form**

I understand that Columbia Vista will consider my application for the job opening that I have applied for and for no other job position. I also understand that Columbia Vista will only consider my application active for 90 calendar days from the date of my application. I understand that if I want Columbia Vista to consider me for a longer period of time or for other job positions, then I must complete and file a new application.

## **Reference and Information Check**

In submitting this application for employment, I understand that Columbia Vista will investigate the information that I provide. If Columbia Vista selects me for an interview I understand that Columbia Vista will require me to provide Columbia Vista with a release and waiver form so that Columbia Vista may verify my employment history, education and background as they relate to the job opening.

**Drug Test**

I understand that part of the hiring process at Columbia Vista includes a drug test. I understand that any offer of employment is conditional and Columbia Vista will ask me to sign a consent and waiver form, and a separate authorization to release the results of the drug test before I take the test. I understand that if I refuse to sign the consent and waiver, or the authorization to release the results, or if my test results are positive, then Columbia Vista will withdraw the offer of employment and will not consider me for employment. I understand that I will be permanently barred from employment if the collection facility reasonably believes I have altered, substituted or tampered with my sample. I understand all drug test data will be maintained as a confidential record and will be disclosed only to those with a business need to know.

**I-9 Form Documentation**

I understand I-9 documentation is not part of the application or interview process. I understand, however, that if Columbia Vista offers me a job position, then on the day that I am scheduled to begin work I must complete an I-9 form and provide Columbia Vista with documentation that shows that I am authorized to work in the United States. I understand that if I do not provide this documentation, I will no longer be qualified for the job position. I understand that I may obtain information about the documentation by contacting personnel at 18637 SE Evergreen Highway, Vancouver, WA, 98683, by mail, PO Box 489 Vancouver, WA 98666, by phone, 360-892-0770 x 114 or by contacting the United States Immigration and Naturalization Service, and that address and phone number may be found in the telephone directory.

I understand that federal law imposes imprisonment and/or fines upon any person who makes a false statement, uses a document issued to someone else, or uses a counterfeit, altered, forged or falsely made document to obtain employment.

**General Acknowledgment**

I have read and understand all of the instructions and acknowledgments set forth above. My signature represents that I will comply and that I understand the consequences if I do not comply.

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Applicant's Signature

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Date

# COLUMBIA VISTA CORPORATION EMPLOYMENT APPLICATION

An Equal Opportunity Employer  
Review the entire application before you begin.

*Legibility, accuracy, organization and completeness are important.*

Last name	First name	MI	Today's Date
Address			Date available for work
Telephone Number		Message Number	
Job applied for (you must specify the position for which you are applying):			
Employment desired: <input type="checkbox"/> Full Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Summer Employment			
What shifts are you available to work? <input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Night <input type="checkbox"/> Rotating			
Have you ever applied or worked for this company before? <input type="checkbox"/> Yes <input type="checkbox"/> No   If yes, when?			
If yes, when and in what job position(s)?			

<b>Education</b>	List any education that may qualify you for the position for which you are applying.		
Name of School	Location	Years completed	Major/Degree

<b>Training</b>	List any formal or informal training relevant to the position for which you are applying. (Examples: On-the-job safety training, military training, etc.) Be specific.		
Type of Training	Location	Course Length	Certificate recieved

<b>Special Skills</b>	List any special skills or experiences that are relevant to the job for which you are applying and/or demonstrate your desire and ability to advance or learn new skills (Examples: Experience operating machines, computer skills, etc.) Be specific.	
Type of Skill	Years Used	

**Work Experience** List your work experience beginning with the most recent job held.

May we contact your present employer?  Yes  No, because

Employer:	Name of Last Supervisor	Employment Dates	Pay or Salary
Address:		From To	Start Final
Phone:	Your Last Job Title	Reason for Leaving	

List the jobs you held, duties performed, skills used, or promotions while you worked at this company.

Employer:	Name of Last Supervisor	Employment Dates	Pay or Salary
Address:		From To	Start Final
Phone:	Your Last Job Title	Reason for Leaving	

List the jobs you held, duties performed, skills used, or promotions while you worked at this company.

Employer:	Name of Last Supervisor	Employment Dates	Pay or Salary
Address:		From To	Start Final
Phone:	Your Last Job Title	Reason for Leaving	

List the jobs you held, duties performed, skills used, or promotions while you worked at this company.

Employer:	Name of Last Supervisor	Employment Dates	Pay or Salary
Address:		From To	Start Final
Phone:	Your Last Job Title	Reason for Leaving	

List the jobs you held, duties performed, skills used, or promotions while you worked at this company.

List and explain all gaps in your employment that were 3 months or greater.				
From: Month	Year	To: Month	Year	Reason:
From: Month	Year	To: Month	Year	Reason:
From: Month	Year	To: Month	Year	Reason:

**References**

Please list three references who can provide us with information about your qualifications to perform the job for which you are applying. *Business or job-related references are preferable.*

Name	Occupation	Telephone #	Relationship

**Certification**

My signature below certifies that all information in this application is correct and complete to the best of my knowledge and belief and that I understand that providing false, inaccurate, incomplete or misleading information can result in refusal of employment or termination of employment if discovered after date of hire. I acknowledge that the company will verify the accuracy and completeness of the information I have provided and I authorize each employer, school, or person I have named (or their representatives or agents) to provide information regarding my employment, education, character, and qualifications. I release all entities and individuals who provide information in accordance with this release from all liability for any damages that may result from furnishing information to the company. I understand that if I am employed, I must conform to the company's rules and regulations and that my employment is "at will" which means that the company or I may terminate my employment at any time for any reason.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date