



Horizon Project, Inc.

Corporate Address:

608 N. Russell, Milton-Freewater, OR 97862
Office Number (541) 938-5658 Fax (541) 938-5763

Hermiston Division:

80870 Highway 395 N, Hermiston, OR 97838
Office Number (541) 567-8374 Fax (541) 567-1028

Pendleton Division:

223 Court Pendleton, OR 97801
Office Number (541) 278-4544 Fax (541) 278-2777

www.horizonprojectinc.com

Application for Employment

Horizon Project, Inc. is an equal opportunity employer. No applicant will be excluded from consideration for employment on any basis prohibited by state or federal law. All information listed on this document or any attached supplement information shall be subject to verification.

Date of application: _____		Position applied for: _____	
Referral Source: <input type="checkbox"/> Newspaper <input type="checkbox"/> Friend or relative <input type="checkbox"/> Other: _____			
<input type="checkbox"/> Employment Agency <input type="checkbox"/> Horizon Employee: _____			
What date will you be available to begin work? _____			
Work Schedule Availability:		<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
		<input type="checkbox"/> Temporary	
Desired Location: <input type="checkbox"/> Milton-Freewater		<input type="checkbox"/> Pendleton	<input type="checkbox"/> Hermiston

Please print and fill in all blanks in this application

Last Name: _____	First Name: _____	Middle Initial: _____
Street Address: _____		
City: _____	State: _____	Zip: _____
Home Phone: _____	Cell Phone/Work Phone: _____	
Message #: _____	Social Security #: _____	
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have a High School Diploma or GED? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been employed by Horizon Project? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes when? _____		
Are you presently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No		
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you on lay-off status and subject to recall? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you agreeable to minimal travel, if required? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have any friends or relatives working for this company? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, state name: _____ Relationship: _____ Dept: _____		

Have you ever been convicted of a felony?
Have you been convicted of a misdemeanor other than for traffic offenses in the last 3 years?

Have you had a substantiated abuse charge from an OIT investigation?

While a conviction in itself may not prohibit employment, all factors surrounding the conviction will be considered in respect to the job duties. Depending upon the nature of the crime, you may be denied employment.

Horizon is an Alcohol/Drug Free Workplace

All applicants, if accepted for employment, are subject to pre-employment drug testing as well as testing after employment. Consent to and compliance with such policy is a condition of employment and continued employment is based on the successful passing of testing under such policy.

Minimum Qualifications for Employment

*18 years of age or older
High School Diploma or GED
Valid Drivers License
Insurable by Horizon Project's Auto Insurance Policy
CPR and First Aid Certification within 1 month
Satisfactory Employment Eligibility Verification
Criminal History Check Clearance*

EMPLOYMENT EXPERIENCE

Please list, in order, beginning with your current employer, your work experience. Please list military service assignments and volunteer activities.

Employer: _____ Address: _____
Phone Number: _____ Salary: _____
Position Title: _____ Reason for leaving: _____
Dates of Service: _____ Supervisor's Name: _____
Duties: _____

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Employer: _____ Address: _____
Phone Number: _____ Salary: _____
Position Title: _____ Reason for leaving: _____

Dates of Service: _____ Supervisors Name: _____

Duties: _____

Additional work experiences may be listed on a sheet of paper or you may submit a resume.

EDUCATION AND TRAINING

Please list all education and training, which relates to the position(s) applied for. Please include high school, college and vocational training.

Name and Address	Degree	Special Achievements, Experience, or Training

LIST SPECIAL SKILLS OR QUALIFICATIONS

1. _____
2. _____

SAFE DRIVING STATEMENT

Do you have a valid driver's license? Yes No * Driver's License # _____

* I understand that if I do not have a valid driver's license, it may prevent Horizon Project, Inc. from offering me employment. I also understand that before I may be allowed to drive on company business, a Department of Motor Vehicles check will be conducted.

Signature

Date

PERSONAL REFERENCES

Please list three references who are not related to you and who are not previous employers.

Name: _____	Address: _____
Phone Number: _____	Relationship: _____
Name: _____	Address: _____
Phone Number: _____	Relationship: _____
Name: _____	Address: _____

Phone Number: _____ Relationship: _____

VERIFICATION AND RELEASE
(PLEASE READ CAREFULLY BEFORE SIGNING)

1. I certify that all the information on this application is accurate and complete to the best of my knowledge and understand that the misrepresentation or omission of facts called for is cause for refusal to hire or termination of employment.

2. I understand that neither the acceptance of this application nor the subsequent entry into any type of employment relationship with Horizon Project, Inc. creates an actual or implied contract of employment. I understand that if I accept employment with Horizon Project, Inc., it will be on an at-will basis. This means that either Horizon Project, Inc. or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

3. I agree to submit to drug and alcohol testing, if requested by Horizon Project, Inc. and I release Horizon Project, Inc. and its employees, plus other persons or companies, from any and all liability arising out of or related in any way to such testing.

4. I authorize Horizon Project, Inc. to investigate information concerning my education, employment experiences and all other aspects of my background relevant to my proposed employment. I release Horizon Project, Inc. and its employees from all liability arising from such investigation.

5. I further understand that my employment with the company shall be probationary for a period of ninety (90) days, and further that at any time during the probationary period or thereafter, my employment relation with the company is terminable at will for any reason by either party.

I have read and agree with each of the above statements. I have reviewed all of the information that I have provided in this application and in any attachment or supporting documents, and verify its accuracy by my signature below:

Applicants Signature: _____

Date: _____

Thank you for completing this application and for your interest in our company.