



**Looking Glass**  
**Youth & Family Services**

**APPLICATION FOR EMPLOYMENT**

72-B CENTENNIAL LOOP #2  
EUGENE, OR 97401  
PHONE (541) 686-2688 FAX (541) 345-7605  
TDD (541) 689-6944  
[www.lookingglass.us](http://www.lookingglass.us)

*Looking Glass prohibits discrimination on the basis of any characteristics protected by applicable local, state, federal law and any agency policy.*

Position applied for: \_\_\_\_\_ Date of application: \_\_\_\_\_

Looking Glass Program (check one):

Administrative Office	Pathways Girls Program
Adolescent Recovery Program	Riverfront School & Career Center
Center Point School	Station 7
Counseling Program	Stepping Stone
New Roads	Other: _____
Pathways Boys Program	

Name: _____				
	<i>Last</i>	<i>First</i>	<i>Middle Initial</i>	
Home Address: _____				
	<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
Phone (____)	Email address (optional): _____			
Best times to call: _____		Available to start work: _____		

At which other Looking Glass program(s) have you applied? \_\_\_\_\_

At which Looking Glass program(s) have you worked/volunteered? \_\_\_\_\_

# RELEVANT WORK OR VOLUNTEER EXPERIENCE

Please start with most recent and list the jobs you've held in the past 10 years.

Please print out additional job sheets if needed.

Employer	Dates mo/yr	Compensation		<input type="checkbox"/> Full-time	May we Contact?	
Address/Phone	From	To	Start	Final		<input type="checkbox"/> Part-time
						<input type="checkbox"/> On-call/Temp
Type of Business	Nature of Work					
Hours per week						
Job Title						
Supervisory Responsibilities? If yes, describe.						
Immediate Supervisor (name & title)						
Reason for leaving or changing						
Employer	Dates mo/yr	Compensation		Full-time	May we Contact?	
Address/Phone	From	To	Start	Final		Part-time
						On-call/Temp
Type of Business	Nature of Work					
Hours per week						
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Employer	Dates mo/yr	Compensation		<input type="checkbox"/> Full-time	May we Contact?	
Address/Phone	From	To	Start	Final		<input type="checkbox"/> Part-time
						<input type="checkbox"/> On-call/Temp
Type of Business	Nature of Work					
Hours per week						
Job Title						
Supervisory Responsibilities? If yes, describe.						
Immediate Supervisor (name & title)						
Reason for leaving or changing						

# EDUCATION

Copies of degrees, transcripts, licenses, etc. may be requested.

	School Name & State	Years Completed	Major/Degree or Course of Study
High School, GED, Certificate		(please circle) <b>9 10 11 12</b>	
College/University		<b>1 2 3 4</b> degree awarded? Yes No	<input type="checkbox"/> Quarter <input type="checkbox"/> Semester Credits Earned _____
Graduate/Professional		<b>1 2 3 4</b> degree awarded? Yes No	<input type="checkbox"/> Quarter <input type="checkbox"/> Semester Credits Earned _____
Professional Certification			
Other Scholastic Education			

<b>LICENSES, CERTIFICATIONS, CREDENTIALS</b> List licenses, certifications, credentials, or other qualifications which have a bearing on your fitness for this position: Teaching license, CPR, First Aid Certification ETC.	<b>SKILLS AND TRAININGS</b> List skills, school courses, or any additional training, scholastic honors, or other qualifications which have a bearing on your fitness for this position.

## PROFESSIONAL REFERENCES

Individuals not related to you

1. Name/Title
Employer/Address/Phone
2. Name/Title
Employer/Address/Phone
3. Name/Title
Employer/Address/Phone

Criminal Background Check: Have you ever been convicted of a crime other than a minor traffic violation?  
YES NO

*Looking Glass conducts background checks and will determine whether a reported criminal offense is job-related and inappropriate given the nature of our services.*

If yes, please explain:

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**Some of our positions** require driving and insurability under Looking Glass' auto insurance policy. The eligibility requirements for insurance are:

Valid Oregon Driver's License

No convictions (DUII) suspended license, etc.

No more than one moving violation or at-fault accident in the last 3 years, and

No tickets for going more than 15 mph over the speed limit in the last 3 years.

***Would you qualify to drive for Looking Glass under these guidelines?***  YES  NO

Do you have any relatives working for Looking Glass? Yes\_\_\_\_\_ No\_\_\_\_\_

If Yes, which program(s):\_\_\_\_\_

## APPLICANT'S STATEMENT

The information I have provided in this application form, resume, or interview is true and complete. I possess the minimum qualifications outlined in the job description and I can perform the essential functions of this job. I have not knowingly withheld any information that would affect my application for employment.

If any statement I made in the preceding paragraph is found to be untrue, it may be grounds for immediate dismissal.

I understand that Looking Glass is not obligated to consider or reconsider this application at any time, and that acceptance of my application does not constitute an offer of employment.

I give permission to Looking Glass to seek pertinent employment information from previous employers or others who may have knowledge of me. I also authorize any such person or agency to give Looking Glass any and all information concerning my previous employment. This includes, but is not limited to, an assessment of my job performance, ability, fitness and/or any other information they may have, personal or otherwise. I will not make legal claim against anyone who furnishes Looking Glass with a reference. And I fully realize that any such reference will be held in confidence and will not be made available to me, as allowed by state law.

I authorize Looking Glass, or its agent, to obtain criminal background and motor vehicle driving reports on me. I also authorize Looking Glass to conduct fingerprinting if necessary.

If hired, I understand and agree that my employment is "at will", which means that either Looking Glass or I may terminate my employment at any time, with or without cause, and with or without notice.

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Signature

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Date

## APPLICANT DATA

Looking Glass is an equal opportunity employer. Disclosure of this requested demographic information is voluntary. All demographic information will be maintained separately from all employment applications and will not be used to influence any hiring decision. This request is made in compliance with federal record keeping laws.

Thank you for your cooperation.

Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Gender:    \_\_\_ Male    \_\_\_ Female    \_\_\_ I decline to provide this data

Race or Ethnicity:            \_\_\_ American Indian or Alaskan Native (Not Hispanic or Latino)  
                                      \_\_\_ Asian (Not Hispanic or Latino)  
                                      \_\_\_ Black or African-American (Not Hispanic or Latino)  
                                      \_\_\_ Hispanic or Latino  
                                      \_\_\_ Native Hawaiian or other Pacific Islander (Not Hispanic or Latino)  
                                      \_\_\_ Two or More Races (Not Hispanic or Latino)  
                                      \_\_\_ White (Not Hispanic or Latino)  
                                      \_\_\_ I decline to provide this data

Please assist us in evaluating the effectiveness of our advertising by selecting the first source where you learned about this employment opportunity from the box below. This Information is not part of the application evaluation process for this position.

How did you first learn about this position (choose only one)?

- |   |  |
|---|--|
| <input type="checkbox"/> Newspaper: _____               | <input type="checkbox"/> Referred by Looking Glass Employee<br>Name: _____ |
| <input type="checkbox"/> Looking Glass Admin Office     | <input type="checkbox"/> Looking Glass web site                            |
| <input type="checkbox"/> Internal Looking Glass Posting | <input type="checkbox"/> School: _____                                     |
| <input type="checkbox"/> Craigs List                    | <input type="checkbox"/> Other: _____                                      |
| <input type="checkbox"/> Employment Department          |  |