

BENCO APPLICATION PROCESS

Please make sure each page of the application is filled out completely and legibly. If your application is incomplete or we cannot read your writing, your application will not be considered.

When you return your application to Benco please make sure to bring picture ID with you.

Benco requires that you bring one of the four items listed when returning your application:

- High School Diploma
- GED
- Current College Transcripts
- Degree

Most of our positions involve driving. If you have an Oregon driver's license Benco will order your 3-year driving record from the DMV at the time you apply. If your driving record does not meet Benco policy standards Benco may not process your application.

If you do not have a valid driver's license or have never had a driver's license, employment options are limited and depend on how many non-drivers Benco can currently accommodate.

If you currently have an out-of-state driver's license you will be required to obtain your 3-year driving record from the DMV of the state(s) that you were licensed in.

If you were licensed in another state during the last three years but currently have an Oregon driver's license you will be required to obtain your 3-year driving record from the DMV of the state(s) that you were licensed in other than Oregon.

Benco is unable to order out-of-state driving records for you. Benco will not finish processing your application until you turn in your driving record. **Ordering an out-of-state driving record could take 4 to 6 weeks so you will want to get started on that process immediately upon applying.**

Benco is required by the state of Oregon to do a background check on anyone who is offered employment. If offered employment you will be required to fill out a background check form. If you have been out of Oregon in the last five years for sixty days or more you will also be fingerprinted.

For your convenience we have included a list of crimes for you to review to determine if you would like to apply.

If your background check is denied by the state of Oregon, your employment will be terminated effective immediately.

DEPARTMENT OF HUMAN SERVICES
Aging & People with Disabilities and Developmental Disabilities
ORS 443.004/OAR 407-007-0275 Crimes

Public funds may not be used to support, in whole or in part, the employment in any capacity of an individual having contact with a recipient of home health or in-home care agency services or support services, or contact with a resident of a residential facility or an adult foster home, who has any of the following convictions. **ORS 443.004/OAR 407-007-0275 impacts anyone with this type of employment hired on or after 7/28/2009, or changing positions on or after 7/28/2009.**

If the individual has been convicted of any of the crimes listed below (or **attempt, conspiracy, or solicitation** for any of the crimes), THE INDIVIDUAL IS NOT ELIGIBLE FOR THE POSITION and there are no hearing rights with BCU.

- **FIVE YEAR CRIMES:** Regarding care for Vulnerable individuals 65 years or older. If the individual is exclusively caring for individuals who are 65 years or older, the crimes in the list below in underlined italics make the individual ineligible for five years from the date of conviction [If the client is under 65, the crime is PERMANENT.]. Thereafter, the conviction would be considered a permanent review crime subject to a weighing test.
- **TEN YEAR CRIMES:** Certain Drug Crimes. If the individual has a conviction for delivery (selling) of drugs or manufacture (making) of drugs (or attempt, conspiracy, or solicitation for these types of crimes) in the past 10 years.
- **PERMANENT CRIMES:** The following crimes involve violence, harm to vulnerable individuals, serious theft, and sex crimes. A conviction of one of these crimes would make an individual permanently ineligible (unless as noted above in Five Year Crimes).

ORS 163.095, Aggravated murder
ORS 163.115, Murder
ORS 163.118, Manslaughter I
ORS 163.125, Manslaughter II
ORS 163.145, Criminally negligent homicide
ORS 163.149, Aggravated vehicular homicide
ORS 163.165, Assault III
ORS 163.175, Assault II
ORS 163.185, Assault I
ORS 163.187, Strangulation
ORS 163.200, Criminal mistreatment II
ORS 163.205, Criminal mistreatment I
ORS 163.225, Kidnapping II
ORS 163.235, Kidnapping I
ORS 163.263, Subjecting another person to involuntary servitude II
ORS 163.264, Subjecting another person to involuntary servitude I
ORS 163.266, Trafficking in persons
ORS 163.275, Coercion
ORS 163.355, Rape III
ORS 163.365, Rape II
ORS 163.375, Rape I
ORS 163.385, Sodomy III
ORS 163.395, Sodomy II
ORS 163.405, Sodomy I
ORS 163.408, Unlawful sexual penetration II
ORS 163.411, Unlawful sexual penetration I
ORS 163.415, Sexual abuse III
ORS 163.425, Sexual abuse II
ORS 163.427, Sexual abuse I
ORS 163.432, Online sexual corruption of a child II, if the offender reasonably believed the child to be more than five years younger than the offender
ORS 163.433, Online sexual corruption of a child I, if the offender reasonably believed the child to be more than five years younger than the offender
ORS 163.435, Contributing to the sexual delinquency of a minor
ORS 163.445, Sexual misconduct, if the offender is at least 18 years of age

ORS 163.465, Public indecency
ORS 163.467, Private indecency
ORS 163.525, Incest with a child victim
ORS 163.535, Abandonment of a child
ORS 163.537, Buying or selling a person under 18 years of age
ORS 163.547, Child neglect I
ORS 163.670, Using a child in display of sexually explicit conduct
ORS 163.680, Paying for viewing a child's sexually explicit conduct
ORS 163.684, Encouraging child sexual abuse I
ORS 163.686, Encouraging child sexual abuse II
ORS 163.687, Encouraging child sexual abuse III
ORS 163.688, Possession of materials depicting sexually explicit conduct of a child I
ORS 163.689, Possession of materials depicting sexually explicit conduct of a child II
ORS 163.700, Invasion of personal privacy
ORS 164.055, Theft I
ORS 164.057, Aggravated theft I
ORS 164.098, Organized retail theft
ORS 164.125, Theft of services, if charged as a felony
ORS 164.215, Burglary II
ORS 164.225, Burglary I
ORS 164.325, Arson I
ORS 164.377, Computer crime, if charged with a felony
ORS 164.405, Robbery II
ORS 164.415, Robbery I
ORS 165.013, Forgery I
ORS 165.022, Criminal possession of a forged instrument I
ORS 165.032, Criminal possession of a forgery device
ORS 165.800, Identity theft
ORS 165.803, Aggravated identity theft
ORS 167.012, Promoting prostitution
ORS 167.017, Compelling prostitution
ORS 167.057, Luring a minor
ORS 167.320, Animal abuse I
ORS 167.322, Aggravated animal abuse I
ORS 181.594, Sex crimes, including transporting child pornography into the state

BENCO 165 NE CONIFER BLVD CORVALLIS, OR

PH: 541-753-5040 Fax: 541-758-0324

www.bencocorvallis.com

BENCO APPLICATION FOR EMPLOYMENT

(PLEASE PRINT)

Position Applying For: _____		Date of Application: _____	
How did you learn about us?		<input type="checkbox"/> Benco Employee _____	
<input type="checkbox"/> Advertisement on: _____		<input type="checkbox"/> Friend _____ (Name)	
<input type="checkbox"/> Employment Agency		<input type="checkbox"/> Relative	
<input type="checkbox"/> Walk-In		<input type="checkbox"/> Other	
Last Name: _____		First Name and Initial: _____	
Other names used for employment: _____			
Telephone Number: _____	Message Number: _____	Social Security Number: _____	
Street Address _____		City, State, Zip _____	

Have you ever filed an application with us before? YES NO

if yes, when? _____

Have you ever been employed with us before? YES NO

if yes, when? _____

Are you currently employed? YES NO

if currently employed, may we contact your employer YES NO

On what date would you be available for work _____

Are you available to work; Full time Part time

Are you currently on "Lay Off" and subject to recall? YES NO

Do you possess a valid drivers license? YES NO

If yes, Driver's License Number: _____ State: _____

If no, have you ever been a licensed driver? YES NO

Are you able to perform the essential functions
of this job without accommodation? () YES () NO

If no, what accommodation(s) would be necessary:

EMPLOYMENT EXPERIENCE

Start with your present or most recent job.
Include any job-related military service assignments and volunteer activities.

Employer:	
Employment Start Date:	Employment End Date:
Address:	
Telephone:	Supervisor Name:
Job Title:	Rate of pay:
Reason for Leaving:	
Job Duties:	

Employer:	
Employment Start Date:	Employment End Date:
Address:	
Telephone:	Supervisor Name:
Job Title:	Rate of pay:
Reason for Leaving:	
Job Duties:	

Employer:	
Employment Start Date:	Employment End Date:
Address:	
Telephone:	Supervisor Name:
Job Title:	Rate of pay:
Reason for Leaving:	
Job Duties:	

Employer:	
Employment Start Date:	Employment End Date:
Address:	
Telephone:	Supervisor Name:
Job Title:	Rate of pay:
Reason for Leaving:	
Job Duties:	

Employer:	
Employment Start Date:	Employment End Date:
Address:	
Telephone:	Supervisor Name:
Job Title:	Rate of pay:
Reason for Leaving:	
Job Duties:	

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications:

Summarize special job-related skills and qualifications acquired from employment of other experience

EDUCATION

	High School	Undergraduate College/Univ.	Graduate/ Professional
School name and location			
Years Completed	9 10 11 12 Diploma () G.E.D. () Received	1 2 3 4 () AA () BA () MA Degree received	1 2 3 4 () AA () BA () MA Degree received
Course of Study			
Describe any special training, apprenticeship, skills and extra-curricular activities			
Describe any honors you have received			
State any additional information you feel may helpful to us			

List professional, trade, business, or civic activities and offices held

PERSONAL REFERENCES

Give name, address, and phone number of three references who are not related to you and are not previous employers

- 1) _____
- 2) _____
- 3) _____

APPLICANT'S STATEMENT

As part of my application for employment at Benco, I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I therefore release all parties and persons connected with any request for information from all claims, liability, and/or damages arising out of furnishing such information.

This application shall be considered active for 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employer may discharge the employee at any time with or without cause.

In the event of employment, I understand that false or misleading information given in my application and/or interview may result in discharge. I understand that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

AUTHORIZATION TO RELEASE CURRENT AND/OR PAST EMPLOYEE ON THE JOB PERFORMANCE

Applicant: _____
(Please Print)

I have applied for employment with Benco, and hereby give my permission for Benco to make inquires regarding past employment history and job performance. I hereby authorize the party receiving this form to release full and complete information as may be requested by Benco.

Information received from reference checks and Benco interview notes will become a permanent part of my personnel file and be treated as confidential by Benco. I waive any right to view this information, and release my past employers from all liability for reporting my past employment history and job performance.

Applicant Signature

Date

Social Security Number

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