

# ***NORTHWEST REGIONAL, INC.***

***P.O. Box 945, Philomath, OR 97370-0945***

***Office: 541-438-4104, Secure Fax: 541-438-4140***

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## Employment Policies and Release Form

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There are a number of Northwest Regional, Inc. policies that an applicant needs to know about and agree to before being employed. There also are a number of activities that Northwest Regional, Inc. may want to initiate as part of the review and investigation of the appropriate background information on an applicant. The purpose of this document is to present these policies and investigative activities to the applicant to ensure that they are understood and agreed to at the time the application is submitted.

We, therefore, ask that you please read, complete, and sign this form before you complete the Application for Employment.

### **Policies**

Among the policies that have been adopted at Northwest Regional, Inc. are the following that we believe are important for an applicant to know in advance of employment. These are listed below. Your signature on this Release Form indicates that you have read, understand, and would agree to operate under these policies if employed with Northwest Regional, Inc.

1. This firm is an equal employment opportunity employer and does not discriminate because of age, sex, race, color, national origin, disability, or religious preference.
2. Northwest Regional, Inc. is a drug and alcohol free-workplace. To ensure worker safety and integrity of the workplace, Northwest Regional, Inc. prohibits the illegal manufacture, possession, distribution or use of controlled substances or alcohol in the workplace by its employees or those who engage or seek to engage in business with Northwest Regional, Inc. Offers of employment, therefore, may be conditioned on a physical examination, including a screening for illicit drugs.
3. Smoking is not permitted anywhere inside the buildings or vehicles of Northwest Regional, Inc. For the safety and health of its employees and clients, Northwest Regional, Inc. is committed to a smoke-free working environment.

4. Your signature on this Release Form indicates that you understand and agree that if employed, that employment is for no definite period, and may, regardless of the date of payment of your wages and salary, be terminated at any time without previous notice
5. An offer of employment must originate from the Personnel Director of Northwest Regional, Inc.

## Background Review Activities

Northwest Regional, Inc. must conduct the following investigative activities as part of the background review of prospective employees. Your signature on this Release Form indicates you understand these activities and you authorize them to be performed with the conditions specified as listed below.

1. Persons convicted of specific crimes may not hold certain positions at this company. If you are applying for such a position and have been convicted of a felony or a misdemeanor, please note this below. If more space is needed, please provide the additional information on a separate sheet of paper. In addition, you authorize Northwest Regional, Inc. to perform a criminal records check with the Oregon State Police and/or the Federal Bureau of Investigations.
2. You agree to obtain a State Department of Motor Vehicle Driving Record ('Court Print' / 'Complete Abstract') report and provide a true copy of the report to Northwest Regional, Inc. Our insurance company may also obtain a report through its sources. Since the position you are applying for involves driving a motor vehicle, it is imperative that a good driving record exists.
3. You also authorize and request any and all of your former employers to furnish any and all information regarding your job performance. You agree to hold your former employers and their agents harmless from all liability that could relate in any way to the disclosure of private information or an assessment or opinion of your suitability for employment.

In closing, we ask that you read [and complete where needed] the remaining five [5] statements, initialing each one, and that your signature on this Release From indicates you understand each statement fully.

1. I have read and understand the job description for the position of Secure Transport Officer. \_\_\_\_\_.
2. I understand that misrepresentation or omission of facts herein is cause for denial of employment or termination, if employed. \_\_\_\_\_.
3. I have read and understand the attached application and have answered all portions of the application truthfully and correctly with no omissions. \_\_\_\_\_.
4. I have not received any traffic citations from any Law Enforcement agency in any State of the United States for the violation of Driving While Suspended within the last five (5) years.

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**(FULL SIGNATURE REQUIRED ABOVE)**

(Check appropriate section and initial below)

5. I have \_\_\_ do not have \_\_\_ additional information that should be reviewed with this application supplemental. \_\_\_\_\_.

{Note – Additional information must be submitted within three (3) weeks in order to be eligible for consideration with the employment application. Failure to submit additional information within the time frame allotted will result in cancellation of the application process and reconsideration of employment will not be permitted.}

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Name: [Please Print]

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Signature:

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