



<b>Oakridge Homes</b> <b>Woodview Residential Services</b> 1021 Industrial Park Road Brainerd, MN 56401 Phone: 218-829-7599 Fax 218-829-7498	Clarissa Office: 218-756-2599 Fax: 218-756-2498
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## **APPLICATION FOR EMPLOYMENT**

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis prohibited by law. Any individual has the right to request an accommodation to enable that individual to complete this application. You may request this accommodation by contacting one of the office numbers listed above.

### PERSONAL INFORMATION

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

Your Name:

\_\_\_\_\_

Last

First

Middle

Present Address:

\_\_\_\_\_

Street

City

State

Zip

Permanent Address:

\_\_\_\_\_

Street

City

State

Zip

Phone Number:

\_\_\_\_\_

Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_

Referred by: \_\_\_\_\_ Are you 18 years of age or older? YES NO

### EMPLOYMENT DESIRED

Position(s) Applied For: \_\_\_\_\_

What is the date that you can start? \_\_\_\_\_ Desired Wage: \_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility to work? (Please Circle YES or NO)  
 YES NO

Have you ever filed an application with us before? If yes, please state date: \_\_\_\_\_ YES NO

Have you ever been employed by us before? If yes, please state date: \_\_\_\_\_ YES NO

Are you currently employed? (If Yes, Please list on next page) YES NO

What type of work are you seeking: Part Time: \_\_\_\_ Full Time: \_\_\_\_ Temporary: \_\_\_\_

Can you travel if the job requires it? YES NO

Are you authorized to work in the United States? YES NO

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

<b>EDUCATION</b>	Name and Location of School	Check Last Year Completed	Did You Graduate?	Subjects Studied and Degree(s) Received
High School		1 2 3 4	___Yes ___No	
Undergraduate		1 2 3 4	___Yes ___No	
Graduate Professional		1 2 3 4	___Yes ___No	
Other (Specify)		1 2 3 4	___Yes ___No	

## ADDITIONAL INFORMATION

Please list any special skills you feel may be helpful in considering you for this position.

Please summarize any subjects of special study or research work:

Please summarize any special job related skills and qualifications acquired from employment or experience:

**EMPLOYMENT EXPERIENCE** Start with your present or most recent job. Please include any job-related military service assignments and volunteer activities (voluntary). (You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.)

Date Month & Year	Name and Address of Employer	Salary (upon Leaving)	Position	Reason for Leaving
From:	Phone Number: May we contact the above employer?      YES      NO			
To:				
From:	Phone Number: May we contact the above employer?      YES      NO			
To:				
From:	Phone Number: May we contact the above employer?      YES      NO			
To:				
From:	Phone Number: May we contact the above employer?      YES      NO			
To:				

**REFERENCES** List below three persons not related to you, whom you have known at least one year.

Name	Address	Position	Years Acquainted
	Phone Number:		
	Phone Number:		
	Phone Number:		

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**AUTHORIZATION** I certify that all information given is correct and accurate. I authorize investigation on all statements contained in this application. I understand that misrepresentation of information requested is cause for dismissal.

**NOTE:** Minnesota Department of Human Services (DHS) Rule 11 states that a background study must be conducted on all prospective employees. Prospective employees are required to provide the necessary information on the background study form. Failure to cooperate will disqualify you from consideration for employment. If the results of the background study indicate that the employee is disqualified from employment, the employee and Oakridge Homes will be notified of the disqualification. As a result, the individual may be terminated immediately. The Commissioner of Human Services' decision is final and binding. However, there is an appeal process the employee may choose to pursue on their own time.

**EMPLOYEE-AT-WILL:** I understand I am applying for an at-will position. I understand this means employment with Oakridge-Woodview is not for a specific term and it can be terminated by either the employee or Oakridge-Woodview, with or without cause and with and without notice, at anytime. Nothing in the Personnel Policies should be construed to modify or alter the employment relationship which is at the will of both Oakridge-Woodview and its employees.

Date \_\_\_\_\_

Signature \_\_\_\_\_

## Applicant Survey Form

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Last Name	First Name	Middle Initial(s)
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Date	position(s) for which you are applying
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**Please read carefully:**

As an affirmative action employer, we must monitor our equal employment opportunity and affirmative action program, and report the results to the government agencies. Please help us gather this information by identifying your sex, race or ethnicity, disability and veteran status on this form.

Providing this information is **completely voluntary**. If you choose not to provide some or all of this information, you will not be subject to any negative or adverse treatment.

The information you provide will be used **only** to monitor our compliance with equal opportunity laws and regulations and *for no other purpose*. \* When we receive this form, we will immediately place it in a confidential file separate from your application. If you wish, you may mail this form to us in an envelope separate from the one that contains your application.

**Race/Ethnicity – Select one or more**

American Indian or Alaska native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American: A person having origins in any of the black racial groups of Africa.

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.

White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Disability – Are you a person with a disability?**

Yes

No

**Sex – Select one**

Female

Male

**Veteran**

Yes

No

**This form is not used for employment decisions.** If you have a disability and need an accommodation so that you can perform the duties of the job for which you are applying, please notify us in some other manner.