

Employment Application

Focus On Living appreciates your interest in a position with our company. An incomplete application may reduce your opportunity for employment with the company. You are encouraged to attach any additional information, which you believe qualifies you for the position. Focus On Living is committed to the policy that all persons shall have equal access to its programs, facilities and employment without regard to race, creed, religion, color, sex, age, marital status, national origin, disability or sexual orientation.

Position applying for _____

Date _____

Date available _____

Full-time _____ Part-time _____ Seasonal _____

Name _____

Address _____

Phone: H () _____

City, State, Zip _____

Phone: W () _____

Are you 18 years of age or older? Yes _____ No _____

If no, state your date of birth _____

Are you a U.S. Citizen, OR if not, do you have permission to work in this Country? Yes _____

No _____

Have you ever worked for this company Yes _____ No _____

If so, when? _____ Position _____

Are you related to **anyone** currently working in **any** position with Focus On Living (full-time, part-time)?

Yes _____ No _____ If yes, who? _____

Relationship _____

Have you had any convictions for which a jail sentence was, or could have been, imposed? Yes _____

No _____ Also, Have you ever been convicted for any crime including sex-related or child-abuse-related offenses? Yes _____ No _____ If yes to either question, explain on a separate sheet of paper and include dates. Your answers will not necessarily bar you from employment with the company. Circumstances of conviction(s) will be taken into consideration. In determining if a conviction relates to the position sought, the hiring authority shall consider the requirements of Minnesota Statute 364.

Is there any reason you cannot be at work on time every day? Yes _____ No _____

Employment History

List your present or most recent experience first. (Do not state, "see resume.")

1. Employer Name and Address (Current or last employer)

Dates (month and year) From _____ to _____

Hours per week _____ Salary _____

Phone Number _____

Reason for leaving _____

Your Title _____

Your Supervisor _____

May we contact? _____ If no, explain _____

Your Supervisor's Title _____

Primary Duties:

2. Employer Name and Address

Dates (month and year) From _____ to _____

Hours per week _____ Salary _____

Phone Number _____

Reason for leaving _____

Your Title _____

Your Supervisor _____

May we contact? _____ If no, explain _____

Your Supervisor's Title _____

Primary Duties:

3. Employer Name and Address

Dates (month and year) From _____ to _____

Hours per week _____ Salary _____

Phone Number _____

Reason for leaving _____

Your Title _____

Your Supervisor _____

May we contact? _____ If no, explain _____

Your Supervisor's Title _____

Primary Duties:

Have you ever been terminated from a previous employer? Yes _____ No _____ If so, state the name and address of company, date of termination, and reason for termination. (Do not include lay-off or staff reduction.) _____

PERSONAL References

1. Name _____

a. Address _____

b. Phone Number _____

2. Name _____

a. Address _____

Phone Number _____

3. Name _____

a. Address _____

Phone Number _____

Education

How many years of school have you completed? (Circle one)

8 9 10 11 12 13 14 15 16 17 18 19 20+

Middle/High School/Undergraduate/Graduate

Type of School Name/Location Diploma, Degree Major/Minor

High School _____

College or University _____

College or University _____

Graduate School _____

Technical _____

Military _____

Check the current certifications you have and list the expiration date.

CPR – Expiration date _____

First Aid - Expiration date _____

CPI – Expiration date _____

Other _____

Licenses

Do you have a valid Driver's License? Yes _____ No _____ If so, list the state, number and expiration date _____

Military

Describe your duties and any special training.

Branch of Service _____

Length of Active Duty _____

Rank at Discharge _____

Supervision

Have you ever supervised people? Yes _____ No _____

For Whom? _____

Check the functions you have performed as a supervisor:

_____ Interview candidates

_____ Conduct performance reviews

_____ Discipline employee

_____ Hire/Recommend for hire

_____ Recommend salary increase

_____ Terminate employee

_____ Establish Objectives

Summary (*This section must be completed)

Briefly summarize all of the reasons why you think you should be selected for this job.

Read Carefully and Sign

Focus On Living has the right to verify information provided in the application. False information or omitting information may subject an applicant to the penalty provisions of Minnesota Statute 43A.39. I certify that all of the facts as set forth in this Application for Employment are true and complete. I understand that, false statements or omissions on this application shall be sufficient cause for rejection of my application or dismissal if I am hired. Unless otherwise indicated above, Focus On Living is hereby authorized to conduct an inquiry into all statements contained in this application or made during my interview for employment as may be necessary, including, but not limited to, 1) former employers for information concerning my employment, ability, experience and behavior on the job, and 2) my records maintained by an educational institution relating to academic performance such as transcripts. Moreover, I hereby release Focus On Living, and any such employers and individuals from any and all liability for damages whatsoever that may arise from furnishing this information. I understand that as part of my employment application Focus On Living will be conducting a background check. I understand this check involves a computerized history check through the State of Minnesota and St. Louis County to insure there are no felony, gross misdemeanor or misdemeanor convictions, a warrant check to insure there are no warrants for arrest, and a driver's license check through the State of Minnesota to insure that I have a valid driver's license and the status of my driving record. The county and state licensing offices mandate these background studies.

Important Facts About Information on Your Application

In accordance with the Minnesota Government Data Practices Act, Minnesota Statute 13.04, Subd. 2, Focus On Living is required to inform you of your rights as they pertain to private data collected from you. Private data is that information which is available to you, but not to the public. When you are asked to provide private data, Focus On Living must advise you of:

- The purpose and intended use of the data;
- Whether you may refuse or are legally required to supply the requested data;
- Any known consequences arising from your supplying or refusing to supply the data; and
- The identity of other persons or organizations authorized by State or Federal law to receive the data you provide.

The following information you provide for employment is automatically public:

- Your veteran's status • Work availability • Your job history • Your education and training

In accordance with the Minnesota Data Practices Act, I have been informed of and understand my rights as a subject of data. I waive my rights and authorize Focus On Living to conduct a background check and obtain public and private information.

I understand that nothing in this employment application is intended to lead to or create an employment contract between Focus On Living and myself. I further understand that no Focus On Living employee has the authority to enter into an employment agreement for any specified period of time.

I further understand and agree that Focus On Living may terminate the employment relationship that may result from my application at any time. By my signature below, I certify that I have read (or had read to me) the information printed in the application and understand its meaning.

Applicant's Signature _____
Date _____