



The DULUTH BETHEL

Helping put lives back together

Administration Offices · 218-722-1724
23 Mesaba Avenue, Duluth, Minnesota 55806

APPLICATION FOR EMPLOYMENT

Please Print In Ink

Date

Last Name First Name Middle Initial			Social Security Number	
Street Address (Include City, State, and Zip Code)			Telephone No. (Include Area Code)	
Previous Address (Include City, State, and Zip Code)			Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Position for which you are applying	Type of employment you are seeking <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Salary Expected	Date you can start work	

Have you ever been in our employ? Yes No

If yes, Date of Hire:

Termination Date:

Do you have any relatives in our employ? <input type="checkbox"/> Yes <input type="checkbox"/> No	How did you learn about us? Newspaper Referral Other?
If Yes, list them:	If referred by an employee, who?

Hours available for work: Monday _____ to _____ Wednesday _____ to _____ Saturday _____ to _____
 Tuesday _____ to _____ Thursday _____ to _____ Sunday _____ to _____
 Friday _____ to _____

SPECIAL SKILLS, TRAINING, AND EXPERIENCE

Please list other skills (computer, word processing, etc.) and any other knowledge, abilities or experience related to the position for which you are applying.

What interested you in applying for this position?

EDUCATION AND TRAINING

Circle last year completed:	Grade, Trade and High School 1 2 3 4 5 6 7 8 9 10 11 12	Technical / Business / College 1 2 3 4	Graduate School 1 2	
List last High School, all Business, Trade Schools and Colleges	Address Please include Street, City, State, Zip	Degree Received	Subject	Grade Point Average

Are you currently enrolled in evening, correspondence, or other study? Explain:

EMPLOYMENT

Give employment record as completely as possible, starting with your present or latest employer. Include summer employment and any military service. For any unemployed or self-employed periods, show dates and locations on the reverse side of this page.

Company Name/Address Telephone Number	Date Month Year	Rate Of Pay	Kind of Work Name and Title of Immediate Supervisor	Reason for Leaving
1	From To	Starting Final		
2	From To	Starting Final		
3	From To	Starting Final		
4	From To	Starting Final		
5	From To	Starting Final		

GENERAL INFORMATION

Have you ever been convicted of a crime (other than minor traffic violations)? The existence of a criminal record does not constitute an automatic bar to employment. It will be considered only as related to the job in question. Yes No

If yes, explain:

List two persons (not relatives or former employers) who we can call for references:

Name, Address, Phone

1. _____
2. _____

If currently employed, may we contact your present employer? Yes No

To assist us in evaluating your application, please use this space to provide additional information necessary to describe your full qualifications.

I authorize investigation of all statements contained in this application, including, but not limited to my employment record. I understand that misrepresentation or omission of facts called for is cause for dismissal. If employed, I understand the duration, hours, nature, compensation, and benefits of my employment may be changed and modified from time to time without limitation or condition. Employment is at will in nature, meaning that employment may be terminated by The Duluth Bethel Society or the employee at anytime, with or without notice. The Duluth Bethel Society is committed to providing a safe, healthy, and productive work environment and supports an alcohol-free, drug-free and harassment-free work environment.

I understand that my application will be considered active for a maximum of 6 months. If I wish to be considered for employment after that time, I must reapply.

Signature: _____

Date: _____
