



## APPLICATION FOR EMPLOYMENT

Date \_\_\_\_\_

Last Name	First Name	Middle Initial	Email Address	
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**

Select last year completed:	Grade, Trade and High School 1 2 3 4 5 6 7 8 9 10 11 12	Technical / Business / College 0 1 2 3 4	Graduate School 0 1 2
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List last High School, all Business, Trade Schools and Colleges	Address Please include Street, City, State, Zip	Degree / Diploma Received	Subject / Field of Study	Grade Point Average
		Diploma GED		

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**

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Have you ever been convicted of a crime?       Yes       No

Have you ever received any chemical dependency services, or been a client in the Work Release program, Female Offender Program, Community Watch Electronic Monitoring program, or been a subject of urinalysis drug testing at the Bethel?       Yes       No

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.

If yes, explain:

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Have you engaged in sexual abuse in a prison, jail lockup, community confinement facility, juvenile facility, or other institution?       Yes       No

Have you been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force or coercion or if the victim did not consent or was unable to consent or refuse?       Yes       No

Have you been civilly or administratively adjudicated to have engaged in or attempted to engage in sexual activity in the community facilitated by force, overt or implied threats of force or coercion or if the victim did not consent or was unable to consent or refuse?       Yes       No

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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

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

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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: \_\_\_\_\_

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