



Last Name: \_\_\_\_\_  
 Position Title: \_\_\_\_\_  
 Date Received: \_\_\_\_\_

## Simpson Housing Services, Inc.

2100 Pillsbury Avenue South  
 Minneapolis, MN 55404  
 Phone: (612) 874-8683 Fax: (612) 879-0041  
 www.simpsonhousing.org

Position applying for \_\_\_\_\_

### Employment Application

#### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.  
 Address: \_\_\_\_\_  
Street Address Apartment/Unit #  
 \_\_\_\_\_  
City State ZIP Code  
 Phone: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
 Date \_\_\_\_\_  
 Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Do you have a valid driver's license? *(May be required for some positions)* YES  NO   
 Do you have your own vehicle? *(May be required for some positions)* YES  NO   
 Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO   
 Are you able to provide proof that you are at least 18 years of age? YES  NO   
 Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_  
 Have you ever been convicted of a felony? YES  NO   
 If yes, explain: \_\_\_\_\_

#### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
 Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_  
 If other than honorable, explain: \_\_\_\_\_

#### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_  
 Major: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_  
 College: \_\_\_\_\_ Address: \_\_\_\_\_  
 Major: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_  
 Other: \_\_\_\_\_ Address: \_\_\_\_\_  
 Major: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

**Previous Employment – Please include the past 5 years.**

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

**OTHER QUALIFICATIONS:** *(Please list any certifications, language skills, or other qualifications)*

\_\_\_\_\_

\_\_\_\_\_

**References**

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

## Disclaimer and Signature

*I have certified that the information provided on this application is true and complete. I agree that if there is any misrepresentation or omission concerning the information on this application, any offer of employment to me may be withdrawn, and if I have already been hired, my employment may be terminated. I authorize investigation of all statements contained in this application.*

*I understand that any offer of employment by this agency is contingent upon . . .*

- 1. my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States*
- 2. successful completion of any pre-employment background investigations that may be required by this employee*
- 3. poof of a valid drivers license and a satisfactory driving record for those positions involving driving a motor vehicle, and*
- 4. meeting the physical requirements of the position, with or without accommodation.*

*No promises concerning the nature or length of my employment have been made to me. If I am hired, I understand that I have the right to terminate my employment at any time, and for any reason. I understand that the agency has the right to terminate my employment at any time and for any reason. I understand that if or when my employment is terminated, by the agency or by me, that the agency may respond fully to reference inquiries for prospective employers. I understand that no one employed by the agency has the authority to modify these conditions, except in a written document signed by the Executive Director of the agency.*

**By checking this box, I hereby acknowledge that I have read and understand the foregoing.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Simpson Housing Services, Inc.

*It is the on going policy of SHS to be an Equal Opportunity Employer. As an organization we prohibit discrimination in all aspects of agency personnel policies and practices according to federal, state, and local human rights laws.*

## Equal Employment Opportunity Form

### Applicant Information

Full Name: \_\_\_\_\_  
Last First M.I.

Position Applied for: \_\_\_\_\_

### Voluntary Information

*This information is being requested in accordance with federal regulations. The information is voluntary and will not be used when considering you for employment with our company.*

#### Racial or Ethnic Group

- American Indian/Alaskan     Asian/Pacific Islander     Black/African American  
 Hispanic/Latino     White/Caucasian     Other

#### Gender

- Female     Male

#### Disability

- Yes     No

#### Military Service

- Pre-Vietnam Era     Vietnam Era  
 Post-Vietnam Era     Disabled Veteran

#### How did you hear about this position?

- MCN website     SHS Employee     SHS website  
 Newspaper     Professional Publication     Other  
 Job Fair     Placement Office     Web Site  
 Other: \_\_\_\_\_