

#### **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: |  | Desired Salary: | | | | | $ | | | | | | | | | |
| Are you authorized to work in the United States? | | | |  | | | |  | |  | | | | | | | | | | | | | | | | 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? | | | | | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Military Service | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Branch: |  | | | | | | | | | | | | | | From: | | | |  | | | To: | | |  | | | |
| Rank at Discharge: |  | | | | | | | | | |  | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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)* | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
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|  | | | | | | | | | | | | | | | | | | | | |
| References | | | | | | | | | | | | | | | | | | | | |
| Please list three professional references from supervisors (list coworkers, personal references on a separate page). | | | | | | | | | | | | | | | | | | | | |
| Full Name: | | |  | | | | | | | Supervisor (Y/N): | | | | | | |  | | | |
| Company: | | |  | | | | | | | | | | | | Phone: | | | (     ) | | |
| Address: | |  | | | | | | | | | | | | | | | | | | |
| Full Name: | | |  | | | | | | | Supervisor (Y/N): | | | | | | |  | | | |
| Company: | | |  | | | | | | | | | | | Phone: | | | | (     ) | | |
| Address: | |  | | | | | | | | | | | | | | | | | | |
| Full Name: | | |  | | | | | | | Supervisor (Y/N): | | | | | | |  | | | |
| 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 not prohibited by law.  **By checking this box, I hereby acknowledge that I have read and understand the foregoing.** | | | | | | | | | | | | | | | | | | | | |
| Signature: | | |  | | | | | | | | | | | | | | | Date: |  | |