



Employment Application

Applicant Information

Date: _____

Full Name (Last, First, Middle Initial): _____

Street Address: _____ Apartment/Unit #: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email Address: _____

Date Available: _____ Social Security Number: _____

Position Applied For: _____ Desired Salary: _____

County Interested In: _____

Have you applied for employment with us previously? Yes No

If Yes, when did you apply and for what position? _____

How did you hear about Fernbrook? _____

Are you authorized to work in the U.S.? Yes No

Education

High School: _____ City, State: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____

College: _____ City, State: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____

Other: _____ City, State: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____

References

Please list three professional references:

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Previous Employment

Company: _____ Phone: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Job Title: _____ Supervisor: _____

Starting Salary: _____ Ending Salary: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Job Title: _____ Supervisor: _____

Starting Salary: _____ Ending Salary: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Job Title: _____ Supervisor: _____

Starting Salary: _____ Ending Salary: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes No

Applicant's Statement

PLEASE READ CAREFULLY BEFORE SIGNING

I affirm that all information on this application is true and complete. I understand that any misrepresentation, falsification or willful omission on this application or in interviews or at any time during the hiring process shall be sufficient reason for dismissal, revocation of offer, and/or refusal of employment.

I authorize my former employers, educational institutions, and references to further any information concerning my application for employment. I further authorize Fernbrook Family Center and its representatives to contact my former employers, educational institutions, and references for the purpose of obtaining such information. **In consideration of Fernbrook Family Center's review of this application, I release Fernbrook Family Center and all providers of information from any availability as a result of furnishing and receiving such information (this does not waive my rights to file a charge, testify, assist or participate in an investigation, hearing or proceeding under Title VII, the Age Discrimination in Employment Act, the Equal Pay Act, or the American with Disabilities Act.)**

I agree, as a condition of hire, to provide documents establishing proof of identity and employment eligibility in compliance with the Immigration Reform and Control Act of 1986. I understand that an offer of employment may be contingent upon a successful completion of a criminal background check and passing a company drug screen.

In consideration of my employment, I agree to the policies regulations of the organization(s) at which I am employed. I further agree that my employment and compensation can be terminated at any time, at the option of either the employer or myself, with or without cause or notice. Any oral statements that contradict this employment "at will" relationship are disavowed by Fernbrook Family Center and should not be relied upon.

Signature: _____ Date: _____



Informed Consent

Date: _____

Last Name: _____

First Name: _____

Middle Name: _____

Other Names Used: _____

Date of Birth: _____ Sex: Male Female

Social Security Number: _____

I authorize the Minnesota Bureau of Criminal Apprehension, DHS, and any other agency's deemed appropriate to disclose all background/history record information to Fernbrook Family Center, Inc. for the purpose of employment with this agency.

The authorization shall be in effect for the term of my employment with Fernbrook.

Signature: _____ Date: _____



Voluntary Self-Identification Form

Fernbrook Family Center is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, national origin, ancestry, gender, gender identification, disability, pregnancy, age, military status, veteran status, genetic information or any other classification protected by federal, state or local law.

As required by law, we must record certain information to be made a part of our Affirmative Action Program. This information is used to determine if our recruitment efforts are reaching all segments of the population, consistent with Federal equal employment opportunity laws. The information will be kept confidential and will only be used in accordance with provision of applicable laws, executive orders and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. No information taken from this form is ever placed in your Personnel file. Completion of this data is voluntary and will not affect your opportunity for employment, or terms or conditions of employment, if hired. We appreciate your cooperation.

Date: _____ Position Applied For: _____

Name (Last, First, Middle): _____

How did you learn about this position? (Check one):

Employee Referral

Walk-in

Job Fair

Indeed

Friend/Relative

Newspaper

Local job network

FernbrookWebsite

Other: _____

Gender (Check one):

Male

Female

Race/Ethnicity (Check one):

American Indian or Alaska Native: a person having origins in any of the original peoples of North, South and Central America, and who maintain cultural identification through tribal affiliation or community attachment.

Asian: a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American: a person having origins in any of the black racial groups of Africa.

Hispanic or Latino: a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Native Hawaiian or Other Pacific Islander: a person having origins in any of the original peoples of Hawaii, Guan, Samoa, or other Pacific Island.

White: a person having origins in any of the original people of Europe, the Middle East or North Africa.

Two or More: a person who identifies with more than one of the above six races.