



APPLICATION FOR EMPLOYMENT

We are an Equal Opportunity Employer

PERSONAL DATA

Name	Last	First	Middle	Date
Present Address (STREET, CITY, STATE, ZIP CODE)				
Home Phone		Business/Alternate Phone		Social Security Number
Are you legally authorized or permitted to work in the United States? YES ___ NO ___	Are you the age of 18 or older? YES ___ NO ___	Have you ever had any convictions which a jail sentence was imposed? YES ___ NO ___ Your answer will not necessarily bar you from employment. If yes please explain on a separate sheet of paper and include dates. Circumstances of conviction will be taken into consideration as per MN Statute 364.		

PLACEMENT INFORMATION

Position Desired:		Type of Employment Full Time ___ Part Time ___ On Call ___	
Salary or Wage Desired:	Date Available:	Who or what referred you to Positive Outreach Services, Inc.?	
Are you related to anyone working at Positive Outreach? Yes ___ No ___ If so who?		Have you worked for this company before? If so what position?	
Is there any reason that you can not be at work on time every day?			

EMPLOYMENT HISTORY

Present/Last Employer	Telephone No:
Address	Dates Employed: ____ / ____ to ____ / ____ MO YR MO. YR.
Position/Title	Supervisor's Name
Summaries of Duties	Wages: _____ Starting Ending
Reason for Leaving	
First Previous Employer	Telephone No:
Address	Dates Employed: ____ / ____ to ____ / ____ MO YR MO. YR.
Position/Title	Supervisor's Name
Summaries of Duties	Wages: _____ Starting Ending
Reason for Leaving	
Next Previous Employer	Telephone No:
Address	Dates Employed: ____ / ____ to ____ / ____ MO YR MO. YR.
Position/Title	Supervisor's Name
Summaries of Duties	Wages: _____ Starting Ending
Reason for Leaving	

<p>Have you ever been terminated from a previous employer? Yes _____ No _____</p> <p>If yes then state the name and address of the company, date of termination. (Do Not include lay-off or staff reduction.) _____</p>

EDUCATION

LIST ALL HIGH SCHOOL AND BUSINESS, TRADE SCHOOLS AND COLLEGES ATTENDED:				
NAME AND LOCATION OF SCHOOL	MAJOR / MINOR	DEGREE	GPA	

EXTRACURRICULAR ACTIVITIES:

Additional Training:	
Military	
CPR	
CPI	
First Aid	
Other	

Do you have a valid Driver's License? Yes _____ No _____	
If yes list the following:	
State:	
Number:	
Expiration Date:	

Personal References:			
Name	Address	Phone Number:	Years Known

Summary

Briefly summarize all of the reasons why you think you should be selected for this job.

Read Carefully and Sign

Positive Outreach Services, Inc. has the right to verify information provided in the application. False information or omitting may subject an applicant to the penalty provisions of Minnesota Statute 43A.39. I certify that all of the facts as set forth in this Application for Employment are true and complete. I understand that false statements or omissions on this application shall be sufficient cause for rejection of my application or dismissal if I am hired. Unless otherwise indicated above, Positive Outreach Services, Inc. is hereby authorized to conduct an inquiry into all statements contained in this application or made during my interview for employment as may be necessary, including, but not limited to: 1) former employers for information concerning my employment, ability, experience and behavior on the job, and 2) my records maintained by an educational institution relating to academic performance such as transcripts. Moreover, I hereby release Positive Outreach Services, Inc., and any such employers and individuals from any and all liability for damages whatsoever that may arise from furnishing this information. I understand that as part of my employment application, Positive Outreach Services, Inc. will be conducting a background check. I understand this check involves a computerized history check through the State of Minnesota and St. Louis County to insure there are no felony, gross misdemeanor or misdemeanor convictions, a warrant check to insure that I have a valid driver's license and the status of my driving record. The county and state licensing offices mandate these background studies.

Important Facts about Information on Your Application

In accordance with the Minnesota Government Data Practices Act, Minnesota Statute 13.04 Subd. 2, Positive Outreach Services, Inc. is required to inform you of your rights as they pertain to the private data collected from you. Private data is that information which is available to you, but not to the public. When you are asked to provide private data, Positive Outreach Services, Inc. must advise you of:

- The purpose and intended use of the data;
- Whether you may refuse or are legally required to supply the requested data;
- Any known consequences arising from your supplying or refusing to supply the data;
- The identity of other persons or organizations authorized by State or Federal law to receive the data you provide

The following information you provide for employment is automatically public:

- Your veteran status
- Work availability
- Your job history
- Your education and training

In accordance with the Minnesota Government Data Practices Act, I have been informed of and understand my rights as subject of data. I waive my rights and authorize Positive Outreach Services, Inc. to conduct a background check and obtain public and private information. I understand that nothing in this employment application is intended to lead to or create an employment contract between Positive Outreach Services, Inc. and myself. I further understand that no Positive Outreach Services, Inc. employee has the authority to enter in an employment agreement for any specified period of time. I further understand and agree that Positive Outreach Services, Inc. may terminate the employment relationship that my result from my application at any time. By my signature below, I certify that I have read (or had read to me) the information printed in the application and understand its meaning.

Applicant's Signature _____ Date _____