



NORTHWEST HENNEPIN HUMAN SERVICES COUNCIL

Research, Planning, and Coordination of Human Services

Application for Employment

(Pre-employment questionnaire) (An Equal Opportunity Employer)

PLEASE SUBMIT WITH COVER LETTER AND RESUME

PERSONAL INFORMATION

Date _____

Last Name First Name Middle Social Security Number

Present Address Street City State Zip Code

Permanent Address Street City State Zip Code

Phone Number _____

Are you 18 years or older? YES NO

Are you prevented from lawfully becoming employed in this country because of VISA or immigration status? YES NO

EMPLOYMENT DESIRED

Position _____ Date you can start _____

Are you employed now? _____ If so, may we inquire of your present employer? _____

Ever applied to this company before? _____ Referred by _____

EDUCATION	Name and location of school	No. of years attended	Did you graduate?	Subjects studied
Grammar School				
High School				
College				
Trade, Business School				

GENERAL

Subjects of special study or research work _____

Special Skills _____

Activities: (Civic, Athletic) _____

Exclude organizations, the name of which indicates the race, creed, sex, marital status, color or nation of its members.

U.S Military or Naval Service _____ Rank _____ Present membership in National Guard or Reserves _____

CONVICTION INFORMATION: No person shall be disqualified from public employment solely or in part because of prior conviction of a crime or crimes, unless the crime or crimes for which convicted directly relate to the position of employment sought. In determining the effect of a conviction, the Council shall consider the requirements of Minnesota Statutes, Chapter 364. Applicants who are finalists for certain positions will be subject to a criminal background investigation.

Have you ever been convicted as an adult for a criminal violation? ___ Yes ___ No If yes, please complete the following for each offense. Attach additional sheets, if needed.

Nature of Offense	Date of Offense and Location	Disposition
Nature of Offense	Date of Offense and Location	Disposition

Employment History (PAID or VOLUNTEER) Begin with the most recent
 May we contact each of the employers below?

Employer:		Address, City, State, Zip:		
Supervisor:		Telephone:		
Dates Employed (mo/yr) From: To:	Length of employment:	Hours worked per week:	Job Title:	
Reason for leaving:			Salary:	
Specific Duties:				
Employer:		Address, City, State, Zip:		
Supervisor:		Telephone:		
Dates Employed (mo/yr) From: To:	Length of employment:	Hours worked per week:	Job Title:	
Reason for leaving:			Salary:	
Specific Duties:				
Employer:		Address, City, State, Zip:		
Supervisor:		Telephone:		
Dates Employed (mo/yr) From: To:	Length of employment:	Hours worked per week:	Job Title:	
Reason for leaving:			Salary:	
Specific Duties:				
LIST ANY ADDITIONAL RELEVANT EMPLOYMENT HISTORY ON A SEPARATE SHEET.				

READ AND SIGN

To the best of my knowledge, the information included in this application is accurate and true. I understand that misrepresentation or omission of facts in connection with my application may be sufficient cause, in and of itself, for dismissal whenever discovered.

 Applicant's Signature

 Date

I hereby expressly authorize the collection, use and release of any and all information concerning me, including information of a confidential or privileged nature, which relates to my employment. I also authorize the release by my present and past employers concerning my employment with them.

 Applicant's Signature

 Date

TENNESSEN WARNING

Information requested on your application is defined by State Statute as public may be released on request and includes job history, education and training, and work availability. Your name is private except when you are certified as eligible for appointment to a vacancy. Certain other information requested on your application is private and may be released only to you (MS 15.165 Subd 2). Private data contained above:
 -NAME/SSN: Used to identify you in relation to other applicants. You are legally required to provide your name, but not your SSN. Failure to provide this information may result in a delay in processing or rejection of your application.
 -LOCAL/PERMANENT ADDRESS/HOME TELEPHONE: Used to contact you regarding your application's status. You are not legally required to provide this information. Failure to provide this information may result in a delay in processing or notifying you of your application's status.
 -LICENSE INFORMATION: Used to certify applicants for positions where State law requires appropriate status. You are legally required to provide this information. Failure to provide this information may result in your rejection as an applicant for these positions.
 -AGE RANGE: Used to accurately certify applicants for certain types of work according to State law. You are legally required to provide this information. Failure to provide this information may result in your rejection of your application.
 -CITIZENSHIP: Used to certify applicants for work in the US as determined by law of the US Dept of Labor and the State of Minnesota. Failure to provide this information may result in rejection of your application.