

North Star Community Services APPLICATION FOR EMPLOYMENT

GENERAL INFORMATION

- Complete this application in detail. Print or type your responses.
- Resumes may be substituted for application.
- Filing an application does not imply that you will be interviewed or hired, but that your qualifications will be considered for positions indicated.
- All persons hired by North Star Community Services must complete an Immigration and Naturalization Service Form I-9 and provide proof of their identity and eligibility to work in the United States.
- North Star Community Services is an Equal Opportunity Employer. It is the policy of North Star Community Services to recruit, hire and promote persons in all job classifications without regard to race, color, sex, age, creed, national origin, religion, political affiliation, physical disability, mental disability, sexual orientation, gender identity, genetic information or marital status, except where sex or age is a bona fide occupation qualification.

PERSONAL INFORMATION: (Please print)

Date _____

Name _____
Last First Middle

Address _____
Street City State Zip

Telephone # _____ **Referred by:** Advertisement Employment Agency Friend/Relative No One

Are you over 18 years of age? ____yes ____no *If NO, a work permit will be required.*

Are you legally eligible for permanent employment in the United States? _____ *(If hired, verification will be required by law).*

Position(s) applied for _____ Location _____
 ____ full time ____ part time *If part time, days and hours available:* _____

Date you are available to start work: _____ Salary or Wages desired: \$ _____

Have you ever worked for North Star (formerly Adults Inc.)? _____ If yes, when? _____ Position _____

Special qualifications or skills _____

If applying for a position that requires driving, do you have a valid driver's license: ____yes ____no

If yes, give license number: _____ *(If hired, you will be required to sign a release for a Motor Vehicle Report.)*

EDUCATION RECORD

| School | Name/Location | Course of Study | No. of Yrs. Completed | Did you graduate? | Degree or Diploma |
|--------------------|---------------|-----------------|-----------------------|-------------------|-------------------|
| High School | | | | | |
| Trade School | | | | | |
| College/University | | | | | |
| Other | | | | | |

You will be required to provide documentation of your education. Can you provide this documentation: ____yes ____no

Do you have a record of founded child or dependent adult abuse or have you ever been convicted of a crime in this state or any other state? _____ If YES, list convictions: *(A conviction does not necessarily disqualify an applicant for the position being applied for.)*

I understand if I am offered employment, I will be required to sign releases for background checks, including a criminal history record check and the Central Abuse Registry.

Signature of Applicant: _____ Date: _____

**North Star Community Services
APPLICATION FOR EMPLOYMENT**

EMPLOYMENT HISTORY *(start with most recent)*

| | | |
|--|-----------------------|-----|
| Employer: | From: | To: |
| Address: City, State, Zip | Position: | |
| Duties: | Supervisor's name: | |
| | Starting Salary/Wage: | |
| Reason for leaving: | Final Salary/Wage: | |
| Employer: | From: | To: |
| Address: City, State, Zip | Position: | |
| Duties: | Supervisor's name: | |
| | Starting Salary/Wage: | |
| Reason for leaving: | Final Salary/Wage: | |
| Employer: | From: | To: |
| Address: City, State, Zip | Position: | |
| Duties: | Supervisor's name: | |
| | Starting Salary/Wage: | |
| Reason for leaving: | Final Salary/Wage: | |

If you are currently employed, do you give us the permission to contact your current employer: yes no

MILITARY SERVICE

| Branch of Service | Dates | Rank&Duties | Discharge Date |
|-------------------|-------|-------------|----------------|
| | | | |

VOLUNTEER BACKGROUND

| Name/Address of Organization | Basic Tasks Performed | Dates |
|------------------------------|-----------------------|-------|
| | | |
| | | |

PERSONAL REFERENCES (REQUIRED)

| Name | Address | Years Known | Phone # |
|------|---------|-------------|---------|
| | | | |
| | | | |
| | | | |

The information included in this application is true and complete to the best of my knowledge. Should I be employed by North Star, any misrepresentation or false statement contained herein may be considered cause for dismissal. North Star has my permission to obtain any information concerning the jobs, education, volunteer work, and all other references covered in this application. I understand this application does not constitute an employment contract of any kind.

Signature of Applicant: _____ *Date:* _____

**North Star Community Services
APPLICATION FOR EMPLOYMENT
EEO/AA**

To assist North Star Community Services in complying with federal, state, and local Equal Employment Opportunity/Affirmative Action requirements, the following information is requested from persons applying for positions with this agency. It is not required that you provide this information nor will it in any way result in adverse treatment.

PLEASE CHECK ANY THAT APPLY TO YOU:

_____ Female

_____ Male

_____ 18-22

_____ 22-44

_____ 45 and over

* * * * *

_____ White

_____ Black

_____ Native American

_____ Asian American

_____ Hispanic

_____ Other

* * * * *

_____ Veteran

_____ Physically/Mental Disability

Please list any requests for accommodations to meet any physical or mental limitation.

Where did you hear about this job?

_____ Newspaper advertisement

_____ College placement office

_____ Community service agency

_____ Job Service/Employment Agency

_____ North Star Community Services employee/volunteer

_____ Other: _____

INFORMATION OBTAINED WITHIN IS CONFIDENTIAL

S.S.# _____

POSITION APPLIED FOR: _____ LOCATION: _____

DATE OF APPLICATION: _____