

# Application for Employment

**FamilyMeans**  
**1875 Northwestern Ave. S.**  
**Stillwater, MN 55082**

FamilyMeans will comply with all applicable laws governing equal employment opportunity. This policy extends to all applicants and employees and to all aspects of the employment relationship including, but not limited to, recruiting, hiring, promotion, transfer, and compensation.

Specifically, the agency will provide equal employment and advancement opportunity on the basis of merit within the context of its unique business environment, and without regard to race, color, creed, religion, national origin, sex, sexual orientation, marital status, status with regard to public assistance, membership or activity in a local commission, disability or age.

Date of application \_\_\_\_\_

Position applied for \_\_\_\_\_

Name \_\_\_\_\_  
First Middle Last

Address \_\_\_\_\_  
Street City State Zip

Telephone ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ E-Mail \_\_\_\_\_  
Daytime Evening

A. How did you learn about this employment opportunity? \_\_\_\_\_

B. What date are you able to start work? \_\_\_\_\_

C. Do you want to work  full-time or  part-time (less than 40 hours per week)

D. If applicable, specify the preferred hours per week or schedule you are available to work: \_\_\_\_\_

E. Are you authorized to work in the USA in the position for which you are applying?  Yes  No

Note: If hired, you will be required to show proof of employment authorization.

F. Have you previously  applied for work or  worked for FamilyMeans?  Yes  No

G. Is your age at least 18?  Yes  No

**Employment History – Begin with your current or most recent employment experience. Please list all experience during the past ten years.**

1. **Name of Employer:** \_\_\_\_\_

Employer's address: \_\_\_\_\_

Give your dates of employment with this employer. From: \_\_\_\_\_ To: \_\_\_\_\_

Your position title: \_\_\_\_\_

How long in this position? \_\_\_\_\_

Briefly describe your responsibilities in this position: \_\_\_\_\_

Were you employed on a  full-time or a  part-time basis?

If part-time, how many hours per week? \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

May we contact this person for a reference?  Yes  No

Why did you leave this position? \_\_\_\_\_

**2. Name of Employer:** \_\_\_\_\_

Employer's address: \_\_\_\_\_

Give your dates of employment with this employer. From: \_\_\_\_\_ To: \_\_\_\_\_

Your position title: \_\_\_\_\_

How long in this position? \_\_\_\_\_

Briefly describe your responsibilities in this position: \_\_\_\_\_

Were you employed on a  full-time or a  part-time basis?

If part-time, how many hours per week? \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

May we contact this person for a reference?  Yes  No

Why did you leave this position? \_\_\_\_\_

**3. Name of Employer:** \_\_\_\_\_

Employer's address: \_\_\_\_\_

Give your dates of employment with this employer. From: \_\_\_\_\_ To: \_\_\_\_\_

Your position title: \_\_\_\_\_

How long in this position? \_\_\_\_\_

Briefly describe your responsibilities in this position: \_\_\_\_\_

Were you employed on a  full-time or a  part-time basis?

If part-time, how many hours per week? \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

May we contact this person for a reference?  Yes  No

Why did you leave this position? \_\_\_\_\_

**If you need additional space, please use a separate sheet of paper.**

**EDUCATION**

**High School**

Name of school: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

(Complete only if required for this position)

Diploma or GED received:  Yes  No

**College/University**

Name of school: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Degree received: \_\_\_\_\_

Brief description of course of study: \_\_\_\_\_

\_\_\_\_\_

**Graduate School**

Name of school: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Degree received: \_\_\_\_\_

Brief description of course of study: \_\_\_\_\_

\_\_\_\_\_

**Vocational/Business/Technical School/Post Graduate/Other**

Name of school: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Degree received: \_\_\_\_\_

Brief description of course of study: \_\_\_\_\_

\_\_\_\_\_

**Languages Spoken including sign language**

\_\_\_\_\_

\_\_\_\_\_

**Additional Job Related Information**

Please describe any additional job related experiences not previously listed.

(If you need additional space, please use a separate sheet of paper.)

\_\_\_\_\_

\_\_\_\_\_

Summarize special skills and qualifications acquired from employment, volunteer or other experience.

(If you need additional space, please use a separate sheet of paper.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE READ CAREFULLY AND EXAMINE YOUR APPLICATION BEFORE SIGNING TO SEE THAT YOU HAVE GIVEN AN ANSWER TO EACH AND EVERY ITEM.**

I certify that the facts set forth in this employment application and/or my resume, if submitted, are true and complete to the best of my knowledge. I understand that any falsification, omission, misrepresentation or concealment of information on this application may be sufficient grounds for disqualification from further consideration for hire or immediate discharge and that FamilyMeans shall not be liable in any respect if my employment is so denied or terminated.

I authorize FamilyMeans to verify the information contained in this application and to investigate my personal or employment history. I also authorize any former school, employer, person, firm, corporation, credit agency or government agency to give FamilyMeans information they may have about me. In consideration of FamilyMeans review of this application I release FamilyMeans and all providers of information from any liability as a result of furnishing and receiving this information.

I further agree that, if employed, I will conform my conduct to FamilyMeans rules and understand that unless otherwise specifically agreed to in writing; my employment can be terminated at any time with or without cause, and with or without notice, at my option or the option of FamilyMeans. I understand that no personnel recruiter, interviewer or other representative of FamilyMeans other than the FamilyMeans President has authority to enter into any agreement for employment for any specified period time. I also understand that this application and any employment manuals or handbooks that may be distributed to me during the course of my employment shall not be construed as a contract. I understand if offered employment I will be asked to complete a criminal background check, and based on position, a fingerprint background check.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Please return application to:

FamilyMeans  
Attention: Angela Dziengel  
1875 Northwestern Ave. S.  
Stillwater, MN 55082