

# Application For Employment

Lakes & Pines C.A.C., Inc.  
1700 Maple Avenue East  
Mora, Minnesota 55051-1227  
(320) 679-1800 or (800) 832-6082  
Fax (320)679-4139

-TDD Available -  
An Equal Opportunity Employer/Contractor  
www.lakesandpines.org

## NOTICE TO APPLICANTS OF EQUAL EMPLOYMENT OPPORTUNITY

All applicants for employment with Lakes and Pines C.A.C., Inc. are considered and hired on the basis of qualifications, merit, and ability to perform work assignments; and without regard to race, color, creed, religion, age, sex, national origin, marital status, sexual orientation, the presence of a non-job-related medical condition or disability, membership or activity in a local human rights commission, status with regard to public assistance, or status as a parent, or any other legally protected status.

The employment practices of Lakes & Pines C.A.C., Inc. insure equal treatment of all employees, without discrimination in rates of pay or other terms and conditions of employment including opportunities for advancement, because of the employee's race, color, creed, religion, age, sex, national origin, disability, sexual orientation, parental status, marital status, public assistance, membership or activity in a local human rights commission, or other legally protected status.

If special accommodations for people with disabilities are necessary, please contact Lakes and Pines. This document is available in large print. Accommodations may be made for people with disabilities for the Agency's employment application and interview process upon request.

**(Please Print)**

Date of Application \_\_\_\_\_

Position(s) Applied for \_\_\_\_\_

Referral Source:  Newspaper Ad  Radio Ad  Friend  Relative  
 Walk-in  Employment Agency  Other \_\_\_\_\_

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

Address \_\_\_\_\_  
number street city state zip code

Telephone ( ) \_\_\_\_\_ Social Security Number \_\_\_\_\_  
area code  
**Optional:** or may be provided at time of hire

Other Telephone Number ( ) \_\_\_\_\_ (Where you can be reached / message phone)  
area code

Have you ever filed an application here before? ..... Yes  No

If yes, give date \_\_\_\_\_

Have you ever been employed here before? ..... Yes  No

If yes, give date \_\_\_\_\_

\*Are you at least 18 years old? ..... Yes  No   
\*Please see explanation note following

\*\* Are you related, however remotely, to any present employee of Lakes & Pines C.A.C., Inc., to any member of the board of directors or committee members of Lakes & Pines C.A.C., Inc.? ..... Yes  No

If yes, to whom are you related and how? \_\_\_\_\_

\* Some of the jobs at Lakes & Pines C.A.C., Inc. may be considered hazardous. We are prohibited by law from hiring anyone under age 18 for these jobs.

\*\* Lakes & Pines C.A.C., Inc. restricts the employment of certain relatives of employees, board members or committee members.

Lakes & Pines C.A.C., Inc. employs persons with disabilities. Lakes and Pines C.A.C. may require a comprehensive medical exam after a conditional offer of employment. The results of such an exam will not be used to screen out qualified individuals from either employment advancement, transfer, salary adjustments, etc.

Are you employed now? Yes  No  May we contact your present employer? \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? ..... Yes  No   
(Proof of citizenship or immigration status will be required upon employment)

Are you available to work: Full Time  Part Time  Temporary (less than 12 months)  Permanent   
(Check all that apply)

Are you on a lay-off and subject to recall? ..... Yes  No

Can you travel on a regular basis if a job requires it? ..... Yes  No

Have you ever been convicted of a felony? Yes  No   
(Conviction will not necessarily disqualify applicant from employment)

If yes, please explain the nature of the charge and the circumstances \_\_\_\_\_

\_\_\_\_\_

Were you convicted and/or did you plead guilty? ..... Yes  No

Give the date, city, state and county where convicted: \_\_\_\_\_

\_\_\_\_\_

**The Agency may conduct a criminal background check on individuals upon making a contingent job offer. If the job description requires that a criminal background check will be conducted, no offer of employment shall become final until receipt of the results of the criminal background check from the Bureau of Criminal Apprehension (BCA), the content of which is acceptable to the Agency, and formal approval by the appointing authority.**

# Employment Experience

\*Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organization names which indicate race, color, creed, age, religion, sex, national origin, disability, marital or family status, member or activity in a local human rights commission, public assistance, sexual orientation, or other protected status. List complete employment history; it is not required to list employment dates for jobs held more than 5 years ago.

EMPLOYER	TELEPHONE ( )	FROM	DATES EMPLOYED		WHAT DID YOU LIKE BEST ABOUT THIS JOB:
			TO		
ADDRESS					
JOB TITLE					
			HOURLY RATE/SALARY		WHAT DID YOU LIKE LEAST ABOUT THIS JOB:
			STARTING	FINAL	
SUPERVISOR					
REASON FOR LEAVING					
WORK PERFORMED					

EMPLOYER	TELEPHONE ( )	FROM	DATES EMPLOYED		WHAT DID YOU LIKE BEST ABOUT THIS JOB:
			TO		
ADDRESS					
JOB TITLE					
			HOURLY RATE/SALARY		WHAT DID YOU LIKE LEAST ABOUT THIS JOB:
			STARTING	FINAL	
SUPERVISOR					
REASON FOR LEAVING					
WORK PERFORMED					

EMPLOYER	TELEPHONE ( )	FROM	DATES EMPLOYED		WHAT DID YOU LIKE BEST ABOUT THIS JOB:
			TO		
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JOB TITLE					
			HOURLY RATE/SALARY		WHAT DID YOU LIKE LEAST ABOUT THIS JOB:
			STARTING	FINAL	
SUPERVISOR					
REASON FOR LEAVING					
WORK PERFORMED					

If you need additional space, please continue on a separate sheet of paper.

SPECIAL SKILLS AND QUALIFICATIONS - Summarize special skills and qualifications acquired from employment or other experience; INDICATE LANGUAGES YOU SPEAK, READ, AND/OR WRITE: (\* See paragraph on top of page.)

List job related membership(s) in professional, trade, business or civic organizations (you may exclude memberships which would reveal sex, race, color, creed, religion, national origin, age, ancestry, disability, sexual orientation, parental or marital status, public assistance, local human rights commission activity, or other protected status).

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Give name, address, and telephone number of three references who are *not* related to you and are *not* previous employers:

Name	Address	Telephone (INCLUDE AREA CODE)
Name	Address	Telephone (INCLUDE AREA CODE)
Name	Address	Telephone (INCLUDE AREA CODE)

SCHOOL	NAME & ADDRESS OF SCHOOL	MAJOR COURSE OR SUBJECT	YEARS COMPLETED	LIST DIPLOMA/ DEGREE
HIGH SCHOOL				
COLLEGE OR UNIVERSITY				
BUSINESS COLLEGE				
CORRESPONDENCE OR VOCATIONAL SCHOOL				
OTHER (Specify)				

**List current professional licenses, registrations, or certificates relevant to the position for which you are applying:**

<u>Professional License/No.</u>	<u>Issued By</u>	<u>Date</u>	<u>Expiration</u>

**You may be required to provide copies of job appropriate licensure contingent upon final job offer.**

**Describe specialized training, apprenticeship or skills:** (\*see paragraph on preceding page)

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## PLEASE READ CAREFULLY

### APPLICANT'S AUTHORIZATION TO RELEASE INFORMATION:

As an applicant for a position with LAKES AND PINES COMMUNITY ACTION COUNCIL, INC., I hereby authorize past employers and educational institutions, volunteer organizations and references named in this application or any agent or former employer/employee thereof to release information about my work history and educational history for use to determine my qualifications for this position.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name: (please print) \_\_\_\_\_

Social Security Number \_\_\_\_\_

Expiration Date for Release Form above: \_\_\_\_\_

### APPLICANT'S CERTIFICATION AND AGREEMENT:

I certify that the answers I have given on this application are true and correct to the best of my knowledge. I understand that any false or misleading information provided, or any omission or concealment of facts, will disqualify me from consideration for employment, and constitutes grounds from my immediate dismissal should I be employed by the Agency.

I hereby release Lakes & Pines and all current and former employers, volunteer organizations and references listed herein and any and all agents acting on behalf of Lakes & Pines, former employers, volunteer organizations or references, from any and all liability of whatever nature by reason of requesting or providing such information.

Date \_\_\_\_\_ Signature of applicant: \_\_\_\_\_

Thank you for completing this application form and for your interest in employment with us. We would like to assure you that your opportunity for employment with Lakes and Pines Community Action Council, Inc. will be based only on your qualifications.

*Lakes & Pines CAC is an Equal Opportunity Employer/Contractor*  
[www.lakesandpines.org](http://www.lakesandpines.org)

# Applicant Data Record

EEO Survey Form  
Keep Separate from  
Employment Application

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, creed, marital status, parental or family status, medical condition or disability, public assistance, local human rights commission activity or membership, sexual orientation, or any other legally protected status.

As employers/government contractors, we comply with government regulations, including Affirmative Action Policies responsibilities and the Americans with Disabilities Act requirements.

Solely to help us comply with government record keeping, reporting and other legal requirements, we request that you please fill out the Applicant Data Record. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a *Confidential File* separate from the Application for Employment. YOUR COOPERATION IS VOLUNTARY.

*Lakes & Pines CAC is an Equal Opportunity Employer/Contractor*

**(PLEASE PRINT)**

Date of Application \_\_\_\_\_

Position Applied For \_\_\_\_\_

Referral Source:  Newspaper Ad  Radio Ad  Friend  Relative  Walk-In  
 Employment Agency \_\_\_\_\_ Other

Name \_\_\_\_\_ Phone \_\_\_\_\_  
LAST FIRST MIDDLE AREA CODE & NUMBER

Address \_\_\_\_\_  
NUMBER STREET CITY STATE ZIP CODE

## VOLUNTARY SURVEY

Government agencies at times require periodic reports on the sex, ethnicity, disability, veteran and other protected status of applicants. This data is for analysis and possible affirmative action only. SUBMISSION OF INFORMATION IS VOLUNTARY.

Check one: .....  Male  Female

Check **ONE** of the following Race/Ethnic Groups:

Caucasian or White  Black or African American  Hispanic or Latino  Asian  
 American Indian/Alaskan Native  Native Hawaiian or Other Pacific Islander  
 M= People who identify as more than one race

Check if any of the following are applicable:

Vietnam Era Veteran  Disabled Veteran  Disabled Individual

**DO NOT ATTACH OR SUBMIT WITH COMPLETED  
EMPLOYMENT APPLICATION FORM**

SUBMIT TO: HR DEPARTMENT  
LAKES AND PINES CAC, INC.  
1700 MAPLE AVE E  
MORA, MN 55051

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