



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
An Equal Opportunity Employer/Contractor
www.lakesandpines.org

Application For Employment

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, or gender identity, disability, membership or activity in a local human rights commission, status with regard to public assistance, or status as a parent, familial status, veteran status or any other legally protected status.

The employment practices of Lakes & Pines C.A.C., Inc. ensures 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 or gender identity, parental status, familial status, marital status, veteran's status, public assistance, membership or activity in a local human rights commission, or other legally protected status.

Completion of the Affirmative Action Survey/Applicant Data Record is optional.

Minorities, women, veterans and individuals with disabilities encouraged to apply.

Reasonable accommodations will be made upon prior request for people with disabilities for the Agency's employment application and interview process.

All information provided within this application is subject to verification.

(Please Print)

Position(s) Applied for: _____ Date: _____

Referral Source: Newspaper Ad Radio Ad Website Word of Mouth Walk-in
 Employment Agency/MN Job Bank Other: _____

Name _____
Full First Name Full Middle Name Full Last Name

Address: _____
Street City County State Zip Code

Telephone (_____) _____ Personal email: _____
area code

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

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 to any present employee, 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; therefore we may be prohibited by law from hiring anyone under age 18 for certain jobs.

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

Are you employed now? () Yes () No May we contact your present employer? () Yes () No

Are you legally authorized to work in the United States? () Yes () No
(Proof of citizenship or immigration status will be required upon employment)

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

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

Can you travel on a regular basis if the job requires it? () Yes () No

EMPLOYMENT EXPERIENCE / RECORD OF EMPLOYMENT

*List your employment history; start with your most recent position. It is not required to list employment dates for jobs held more than 8 years ago. You may attach additional sheet(s) of paper for additional relevant job position(s). Incomplete information could disqualify you from further consideration.

EMPLOYER _____ Telephone () _____
Address: _____
Position Title: _____
Supervisor: _____
Start Date: _____ Date Left: _____
Work performed: _____

What did you like best about this job: _____
What did you like least about this job: _____
Reason for Leaving: _____

EMPLOYER _____ Telephone () _____
Address: _____
Position Title: _____
Supervisor: _____
Start Date: _____ Date Left: _____
Work performed: _____

What did you like best about this job: _____
What did you like least about this job: _____
Reason for Leaving: _____

EMPLOYER _____ Telephone () _____
Address: _____
Position Title: _____
Supervisor: _____
Start Date: _____ Date Left: _____
Work performed: _____

What did you like best about this job: _____
What did you like least about this job: _____
Reason for Leaving: _____

EDUCATION/TRAINING AND SKILLS

High School

Name and Address of School: _____

Highest grade completed: _____

High School Diploma or equivalent: () Yes () No

Post-Secondary Education:

Name and Address of School: _____

Course of study: _____

Number of years completed: _____

Degree/Diploma obtained: _____

Name and Address of School: _____

Course of study: _____

Number of years completed: _____

Degree/Diploma obtained: _____

Name and Address of School: _____

Course of study: _____

Number of years completed: _____

Degree/Diploma obtained: _____

Other Schooling or Training:

Name and Address of School: _____

Course of study: _____

Number of years completed: _____

Degree/Diploma obtained: _____

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>
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_____	_____	_____	_____
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You may be required to provide copies of job appropriate licensure, diploma and degree, contingent upon final job offer.

What additional skills do you have that are related to the job for which you are applying:

List professional, civic or community activities:

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

Name Address/City/State Telephone (include area code)

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) _____ Expiration Date for Release Form: _____

APPLICANT'S CERTIFICATION AND AGREEMENT:

I understand that employment with Lakes and Pines CAC, Inc. is at-will, meaning that I or Lakes and Pines may terminate my employment at any time, or for any reason consistent with applicable state or federal laws. Additionally, I understand that nothing contained in the employment application or in the granting of an interview is intended to create an employment contract between myself and Lakes and Pines CAC.

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 for 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.

I understand this application will be held on file for a period of 6 months; after that time, if I wish to be considered for employment, I must submit a new application for other position(s) for which I am making application.

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

Lakes & Pines CAC, Inc
Affirmative Action/Applicant Data Record
Providing this information is *completely voluntary*
This document will be kept separate from the Employment Application

Last Name (optional) _____ **First Name (Optional)** _____ **Middle Initial (Optional)** _____

Date _____ **Position for which you are applying** _____

Referral Source: **Newspaper Ad** **Radio Ad** **Lakes & Pines web site**
 Mn Works/Job Bank **Word of Mouth** **Other:** _____

Please read carefully:

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

As an affirmative action employer, we must monitor our equal employment opportunity and affirmative action program, including Affirmative Action Policies and Americans with Disabilities Act and report the results to government agencies. Please help us gather this information by self-identifying your sex, race or ethnicity, veteran and disability status on this form. If you choose not to provide some or all of this information, you will not be subject to any negative or adverse treatment.

The information you provide will be used only to monitor our compliance with equal opportunity laws and regulations and for no other purpose. *When we receive this form, we will immediately place it in a confidential file separate from your application. If you wish, you may mail this form to us in an envelope separate from the one that contains your application.

Gender: **Female** **Male**

Race/Ethnicity – Select one

American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Black or African American: A person having origins in any of the black racial groups of Africa.

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.

Native Hawaiian or other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

White or Caucasian: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Minority (Multi): Any person who identifies as being any combination of the above identifiers.

Individual with a Disability: Any person who has a physical, sensory or mental impairment which “materially” (Minnesota) or “substantially” (Federal) limits one or more major life activity or has a record of or is regarded as having such an impairment. “Individual with a Disability” does not include an alcohol or drug renders that individual a direct threat to property or to the safety of others.

Disability – Are you a person with a disability: **Yes** **No**

Veteran’s Status

Disabled Veteran

Recently Separated Veterans

Non-Veteran

Armed Forces Service Medal Veteran

Other Protected Veteran

****This form is not used for employment decisions***

Reasonable accommodations upon request for people with disabilities
1700 Maple Ave E; Mora MN 55051 • 320/679-1800 • 800-832-6082
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Applicant Data Record.2018