



# 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](http://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: \_\_\_\_\_

Salary: Beginning hourly rate: \_\_\_\_\_ Ending hourly rate: \_\_\_\_\_

Work performed: \_\_\_\_\_

What did you like best about this job: \_\_\_\_\_

What did you like least about this job: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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**EMPLOYER** \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Address: \_\_\_\_\_

Position Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Start Date: \_\_\_\_\_ Date Left: \_\_\_\_\_

Salary: Beginning hourly rate: \_\_\_\_\_ Ending hourly rate: \_\_\_\_\_

Work performed: \_\_\_\_\_

What did you like best about this job: \_\_\_\_\_

What did you like least about this job: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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**EMPLOYER** \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Address: \_\_\_\_\_

Position Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Start Date: \_\_\_\_\_ Date Left: \_\_\_\_\_

Salary: Beginning hourly rate: \_\_\_\_\_ Ending hourly rate: \_\_\_\_\_

Work performed: \_\_\_\_\_

What did you like best about this job: \_\_\_\_\_

What did you like least about this job: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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**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:**

Professional License/No.

Issued By

Date

Expiration

\_\_\_\_\_

\_\_\_\_\_

**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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



