



# Application for Employment

ProWorks, Inc. 427 E. 10<sup>th</sup> St. Litchfield MN 55355



In compliance with Federal & State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, creed, religion, age, sex, national origin, marital status, sexual orientation, public assistance status, physical examination or disability or any other protected group status.

**NAME**

First	Middle	Last

**CURRENT ADDRESS**

Street Address	City	State	Zip Code

**HOME PHONE**

**CELL PHONE**

**E-MAIL ADDRESS**

--	--	--

Are you over the age of 18?  Yes  No

If hired, can you furnish proof that you are eligible to work in the United States?  Yes  No

Have you applied/worked for this company before?  Yes  No Position \_\_\_\_\_

If so, what were the dates? from \_\_\_\_\_ to \_\_\_\_\_

Are you currently employed?  Yes  No

If offered employment, when could you begin? \_\_\_\_\_

Position for which you are applying:

- |  |  |
|--|--|
| <input type="checkbox"/> Executive Director                    | <input type="checkbox"/> Employment Services Professional  |
| <input type="checkbox"/> Direct Support Professional/Job Coach | <input type="checkbox"/> Driver/Transport Aide   |
| <input type="checkbox"/> Again & Again Thrift Store (Dassel)   | <input type="checkbox"/> Again & Again Too Thrift Store (Litchfield)                                     |
| <input type="checkbox"/> Office Manager                        | <input type="checkbox"/> Business Manager  |
| <input type="checkbox"/> Program Coordinator                   | <input type="checkbox"/> Custodian <span style="float: right;"><input type="checkbox"/> Volunteer</span> |

Have you received and read the job description for the position that you are applying?  Yes  No

Applicants for employment may be required to drive ProWorks' vehicles and/or transport ProWorks' consumers. ProWorks requires that all drivers have and maintain a driving record free of "serious" driving violations. An annual Motor Vehicle Report (MVR) is run on all ProWorks' personnel. Would you be eligible to transport ProWorks' consumers?  Yes  No

**HR USE ONLY**

<b>Interview Date/Time</b>	
<b>Offered Employment</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Start Date</b>	
<b>Given forms to fill out for employment if hired</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## EDUCATIONAL BACKGROUND

	Name & City	Did you graduate	Course or Major
College			
Technical School			
High School			
Other			

### PLEASE LIST YOUR WORK EXPERIENCE WITHIN THE PAST 10 YEARS

COMPANY NAME	DATES WORKED <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 2px 10px;">FROM</div> <div style="border: 1px solid black; padding: 2px 10px;">TO</div> </div>
ADDRESS, CITY, STATE, ZIP	POSITION HELD
PHONE #	DUTIES/RESPONSIBILITIES
NAME OF SUPERVISOR	BEGINNING WAGE ENDING WAGE
FULL TIME _____ PART TIME _____	REASON FOR LEAVING

COMPANY NAME	DATES WORKED <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 2px 10px;">FROM</div> <div style="border: 1px solid black; padding: 2px 10px;">TO</div> </div>
ADDRESS, CITY, STATE, ZIP	POSITION HELD
PHONE #	DUTIES/RESPONSIBILITIES
NAME OF SUPERVISOR	BEGINNING WAGE ENDING WAGE
FULL TIME _____ PART TIME _____	REASON FOR LEAVING

COMPANY NAME	DATES WORKED <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 2px 10px;">FROM</div> <div style="border: 1px solid black; padding: 2px 10px;">TO</div> </div>
ADDRESS, CITY, STATE, ZIP	POSITION HELD
PHONE #	DUTIES/RESPONSIBILITIES
NAME OF SUPERVISOR	BEGINNING WAGE ENDING WAGE
FULL TIME _____ PART TIME _____	REASON FOR LEAVING

May we contact your past employers?  Yes  No

If no, please explain: \_\_\_\_\_

### PERSONAL REFERENCES

Please list three personal references that are not related to you, and are not previous employers.

NAME 1	ADDRESS 1	PHONE # 1
NAME 2	ADDRESS 2	PHONE # 2
NAME 3	ADDRESS 3	PHONE # 3

### PLEASE LIST ANY SPECIAL SKILLS OR ANY SPECIALIZED TRAINING THAT YOU HAVE


### BACKGROUND STUDY

Since ProWorks is licensed by the MN Department of Human Services (MnDHS), all ProWorks personnel must receive a “favorable” background study response from the MN Department of Human Services; the background study will include, but may not be limited to, a review of criminal conviction records and reports of abuse and/or neglect of a vulnerable adult or minor. The background study is completed upon initial employment; an “unfavorable” background study is grounds for immediate dismissal.

### PLEASE READ APPLICANT’S CERIFICATION AND AGREEMENT CAREFULLY

I certify that the information provided in this Employment Application, and any additional material(s) or comments that I have chosen to submit, is true and complete to the best of my knowledge, and I authorize ProWorks to further investigate any statements made verbally or written as may be necessary in arriving at an employment decision. I understand that false or misleading information given in my application or interview(s) may result in dismissal. I understand, also, that I am required to abide by all written and unwritten policies and procedures of ProWorks.

This application for employment will be considered active for a period of time not to exceed 30 days; any applicant wishing to be considered for employment beyond this time period must inquire as to whether or not applications are being accepted at that time.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with ProWorks is considered “at will,” this means that the Employee may resign at any time and the Employer may dismiss the Employee at any time with or without “just cause.” It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless the ProWorks Director specifically acknowledges such change in writing.

Applicant’s Signature	Date
-----------------------	------