

# North Star Community Services APPLICATION FOR EMPLOYMENT

## GENERAL INFORMATION

- > Complete this application in detail. Print or type your responses.
- > Resumes may be substituted for application.
- > Filing an application does not imply that you will be interviewed or hired, but that your qualifications will be considered for positions indicated.
- > All persons hired by North Star Community Services must complete an Immigration and Naturalization Service Form I-9 and provide proof of their identity and eligibility to work in the United States.
- > North Star Community Services is an Equal Opportunity Employer. It is the policy of North Star Community Services to recruit, hire and promote persons in all job classifications without regard to race, color, sex, age, creed, national origin, religion, political affiliation, physical disability, mental disability, genetic information, or marital status, except where sex or age is a bona fide occupation qualification.

## PERSONAL INFORMATION: *(Please print)*

Date \_\_\_\_\_

Name \_\_\_\_\_  

Last
First
Middle

Address \_\_\_\_\_  

#
Street
City
State
Zip

Telephone # \_\_\_\_\_ Referred by: Advertisement    Employment Agency    Friend/Relative    No One

Are you over 18 years of age?     yes     no    *If NO, a work permit will be required.*

Are you legally eligible for permanent employment in the United States? \_\_\_\_\_ *(If hired, verification will be required by law).*

Position(s) applied for \_\_\_\_\_ Location \_\_\_\_\_

full time     part time    *If part time, days and hours available: \_\_\_\_\_*

Date you are available to start work: \_\_\_\_\_ Salary or Wages desired: \$ \_\_\_\_\_

Have you ever worked for North Star (formerly Adults Inc.)? \_\_\_\_\_ If yes, when? \_\_\_\_\_ Position \_\_\_\_\_

Special qualifications or skills \_\_\_\_\_

If applying for a position that requires driving, do you have a valid driver's license:     yes     no

*If yes, give license number: \_\_\_\_\_ (If hired, you will be required to sign a release for a Motor Vehicle Report.)*

## EDUCATION RECORD

School	Name/Location	Course of Study	No. of Yrs. Completed	Did you graduate?	Degree or Diploma
High School					
Trade School					
College/University					
Other					

You will be required to provide documentation of your education. Can you provide this documentation:     yes     no

If offered employment, you will be required to sign releases for a non-law enforcement record check and dependent adult abuse information.

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## EMPLOYMENT HISTORY *(start with most recent)*

Employer:	From:	To:
Address: <span style="float: right;">City, State, Zip</span>	Position:	
Duties:	Supervisor's name:	
	Starting Salary/Wage:	
Reason for leaving:	Final Salary/Wage:	
Employer:	From:	To:
Address: <span style="float: right;">City, State, Zip</span>	Position:	
Duties:	Supervisor's name:	
	Starting Salary/Wage:	
Reason for leaving:	Final Salary/Wage:	
Employer:	From:	To:
Address: <span style="float: right;">City, State, Zip</span>	Position:	
Duties:	Supervisor's name:	
	Starting Salary/Wage:	
Reason for leaving:	Final Salary/Wage:	

*If you are currently employed, do you give us the permission to contact your current employer:  yes  no*

## MILITARY SERVICE

Branch of Service	Dates	Rank&Duties	Discharge Date

## VOLUNTEER BACKGROUND

Name/Address of Organization	Basic Tasks Performed	Dates

## PERSONAL REFERENCES (REQUIRED)

Name	Address	Years Known	Phone #

The information included in this application is true and complete to the best of my knowledge. Should I be employed by North Star, any misrepresentation or false statement contained herein may be considered cause for dismissal. North Star has my permission to obtain any information concerning the jobs, education, volunteer work, and all other references covered in this application. I understand this application does not constitute an employment contract of any kind.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**North Star Community Services  
APPLICATION FOR EMPLOYMENT**

**EEO/AA**

To assist North Star Community Services in complying with federal, state, and local Equal Employment Opportunity/Affirmative Action requirements, the following information is requested from persons applying for positions with this agency. It is not required that you provide this information nor will it in any way result in adverse treatment.

**PLEASE CHECK ANY THAT APPLY TO YOU:**

Female

Male

18-22

22-44

45 and over

\* \* \* \* \*

White

Black

Native American

Asian American

Hispanic

Other

\* \* \* \* \*

Veteran

Physically/Mental Disability

*Please list any requests for accommodations to meet any physical or mental limitation.*

*Where did you hear about this job?*

Newspaper advertisement

College placement office

Community service agency

Job Service/Employment Agency

North Star Community Services employee/volunteer

Other: \_\_\_\_\_

**INFORMATION OBTAINED WITHIN IS CONFIDENTIAL**

POSITION APPLIED FOR: \_\_\_\_\_ LOCATION: \_\_\_\_\_

DATE OF APPLICATION: \_\_\_\_\_