



APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer. Applicants are considered for positions without regard to race, color, creed, religion, national origin, sex, sexual orientation, gender identity, disability, age, marital status, membership or activity in a local human rights commission, status with regard to public assistance, or any other category protected by applicable federal, state, or local laws. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the organization.

Position(s) Applied For: _____

Name: _____ Pronouns (optional): _____

Telephone Number: _____

Current Address: _____
Street City State Zip

E-mail Address: _____

If applicable, list below any other names by which you have been known which may be necessary to allow us to confirm your work and educational record. For example, change of name, use of an assumed name, nickname, etc.

How did you hear about PEOPLE SERVING PEOPLE? _____

Desired Salary/Hourly Rate _____

If under the age of 18, can you produce the necessary work certificate at the time of employment? Yes No

Type of employment desired? Full-time Part-time (Specify Hours) _____

Are you willing to work overtime? Yes No Date on which you can start work if hired: _____

Have you previously applied for employment with PEOPLE SERVING PEOPLE? Yes No

If Yes, when? _____

Have you ever been employed by PEOPLE SERVING PEOPLE? Yes No

If Yes, provide dates of employment, location, and reason for separation from employment:

EDUCATION

Education	School Name and Location (Address, City, State)	Course of Study	Graduate?	# of Years Completed	Degree/Major
High School					
College					
Bus./Tech./Trade or Post College					

WORK EXPERIENCE

Please list the names of your present and/or previous employers in chronological order with present or last employer listed first. Account for all periods of time including any period of unemployment. You may include any verifiable work performed on a volunteer basis, internships, or military service. Your failure to completely respond to each inquiry may disqualify you for consideration from employment.

Employer 1:

_____ Dates Employed: From ___/___/___ To ___/___/___
Name

Job Title _____ Duties: _____

Reason for Leaving: _____

Employer 2:

_____ Dates Employed: From ___/___/___ To ___/___/___
Name

Job Title _____ Duties: _____

Reason for Leaving: _____

Employer 3:

_____ Dates Employed: From ___/___/___ To ___/___/___
Name

Job Title _____ Duties: _____

Reason for Leaving: _____

Please explain fully all gaps in your employment history in excess of one month.

Have you ever been terminated or asked to resign from any job? Yes No

If you answered Yes to the above question, please explain the circumstances of each occasion.

List all special skills or licenses that you feel qualify you for the job for which you are applying. For example, teaching licenses, equipment operation, special tools or machines, etc.

REFERENCES

Please list the names of additional work-related references we may contact. Individuals with no prior work experience may list school or volunteer-related references.

NAME	POSITION	COMPANY	WORK RELATIONSHIP (i.e., supervisor, co-worker)	TELEPHONE

I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid Minnesota driver's license and automobile liability insurance.

I understand that PEOPLE SERVING PEOPLE is a drug-free workplace. I understand that if a pre-employment (post-offer) drug and/or alcohol test is positive, the employment offer may be withdrawn.

Criminal convictions or arrests will not automatically disqualify an applicant from a particular job. The Company will consider the nature of the crime, its seriousness, the substantial relation to the position's functions and qualifications, the number of occurrences, the applicant's age at the time of the crime, the time elapsed since the crime, the applicant's entire work and educational history, employment references and recommendations, and the business necessity of any exclusion when required by law.

If employed by PEOPLE SERVING PEOPLE, I understand and agree that PEOPLE SERVING PEOPLE, to the extent permitted by federal, state, and local law, may exercise its right, without prior warning or notice, to conduct investigations of property (including, but not limited to, files, lockers, desks, vehicles, and computers) and, in certain circumstances, my personal property.

I certify that all the information on this application, my résumé, or any supporting documents I may present during any interview is and will be complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal.

PEOPLE SERVING PEOPLE IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, PEOPLE SERVING PEOPLE OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS APPLICATION OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF PEOPLE SERVING PEOPLE IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ME OR ANY APPLICANT FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE CEO OF PEOPLE SERVING PEOPLE.

IF HIRED, I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF PEOPLE SERVING PEOPLE, AND I UNDERSTAND THAT PEOPLE SERVING PEOPLE HAS COMPLETE DISCRETION TO MODIFY SUCH RULES AND REGULATIONS AT ANY TIME, EXCEPT THAT IT WILL NOT MODIFY ITS POLICY OF EMPLOYMENT AT-WILL.

I authorize PEOPLE SERVING PEOPLE or its agents to confirm all statements contained in this application and/or résumé as it relates to the position I am seeking and to the extent permitted by federal, state, or local law. I agree to complete any requisite authorization forms for the criminal background investigation. I authorize and consent to, without reservation, any party or agency contacted by this employer to furnish the above-mentioned information. I hereby release, discharge, and hold harmless, to the extent permitted by federal, state, and local law, any party delivering information to PEOPLE SERVING PEOPLE or its duly authorized representative pursuant to this authorization from any liability, claims, charges, or causes of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from liability PEOPLE SERVING PEOPLE and its representative for seeking such information and all other persons, corporations, or organizations furnishing such information. If hired by PEOPLE SERVING PEOPLE, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States by PEOPLE SERVING PEOPLE. I also understand that PEOPLE SERVING PEOPLE employs only individuals who are legally eligible to work in the United States.

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF SIX MONTHS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE, AND COMPLETE.

Applicant Signature

Date

If the applicant is a minor, the foregoing release and consent must be signed by the applicant's parent or legal guardian. Signature by the applicant's parent or legal guardian constitutes acknowledgement by the applicant and parent or legal guardian that PEOPLE SERVING PEOPLE, to the extent permitted by federal, state, and local law, can test the applicant for illegal or controlled substances, conduct inspections of property without notice, and communicate test results to PEOPLE SERVING PEOPLE personnel who need to know, the applicant, and the applicant's legal guardian.

Parent/Legal Guardian Witness

Date