



## Apply for a Position

Thank you for considering a career at Productive Alternatives! The success of Productive Alternatives is directly tied to the incredible people who work here. We strive to identify talented, compassionate people who have a deep desire to improve the lives of the individuals we serve. Together we have been transforming lives since 1959.

## Application for Employment

Position Applying For \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Are you 18 years of age or older?

Yes  No

If hired, can you provide written evidence that you are authorized to work in the US?

Yes  No

Have you ever been employed here before?

No  Yes (when): \_\_\_\_\_

Desired Salary \_\_\_\_\_

What type of work are you looking for?

Full-Time  Part-Time  Flexible

Start Date \_\_\_\_\_

How did you find out about the position?

Newspaper

Indeed

Minnesota Works

Friend, word of mouth

Website

Social Media

Other \_\_\_\_\_

### EMPLOYMENT RECORD

List below present and past employers, beginning with the most recent.

**1.**

Dates From \_\_\_\_\_ to \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact?  Yes  No

Job Duties & Responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**2.**

Dates From \_\_\_\_\_ to \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact? \_\_\_ Yes \_\_\_ No

Job Duties & Responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

**3.**

Dates From \_\_\_\_\_ to \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact? \_\_\_ Yes \_\_\_ No

Job Duties & Responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

4.

Dates From \_\_\_\_\_ to \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact?  Yes  No

Job Duties & Responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

### EDUCATION

High School Name \_\_\_\_\_

City, State \_\_\_\_\_

High School Diploma  Yes  No

College Name \_\_\_\_\_

City, State \_\_\_\_\_

Degree/Major \_\_\_\_\_

College Name \_\_\_\_\_

City, State \_\_\_\_\_

Degree/Major \_\_\_\_\_

Skills & Talents : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is there anything else you would like us to know? \_\_\_\_\_

\_\_\_\_\_

### REFERENCES

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Years Known \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Years Known \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Years Known \_\_\_\_\_

Electronic Signature

Date

\_\_\_\_\_

\_\_\_\_\_

Productive Alternatives does not discriminate in hiring or employment on the basis of race, color, religion, national origin, age, sex, disability, or any other basis on which discrimination is prohibited by federal, state, or local laws.