



Application for Employment

ProWorks, Inc. 427 E. 10th 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

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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 for:

- | | | |
|---|--|--|
| <input type="checkbox"/> Executive Director | <input type="checkbox"/> Job Developer | <input type="checkbox"/> Custodian |
| <input type="checkbox"/> Instructor/Job Coach | <input type="checkbox"/> Driver/Transport Aide | <input type="checkbox"/> Program Coordinator |
| <input type="checkbox"/> Business Manager | <input type="checkbox"/> Office Manager | |

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

Applicants for employment in certain positions may be required to drive ProWorks' vehicles as an essential function of the position. Our insurance carrier requires that drivers of these vehicles have a "clean driving record" and an annual Motor Vehicle report is run on all personnel. Would you be eligible to transport ProWorks' consumers? Yes No

HR USE ONLY

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

EDUCATIONAL BACKGROUND

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

LIST ALL PRESENT AND PAST EMPLOYMENT, BEGINNING WITH THE MOST RECENT

COMPANY NAME	DATES WORKED <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px;">FROM</div> <div style="border: 1px solid black; padding: 2px;">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

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May we contact the above 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	ADDRESS	PHONE #
NAME	ADDRESS	PHONE #
NAME	ADDRESS	PHONE #

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

EMPLOYMENT REQUIREMENTS (this is not a complete list):

- 1) MN Statutes, chapter 245A, and MN Rule 11 require the MN Department of Human Services (MnDHS) to perform background studies of individuals working in positions allowing direct contact with persons receiving services from programs licensed by MnDHS; the background study will include, but will not be limited to, a review of criminal conviction records held by the Bureau of Criminal Apprehension and cases of substantiated abuse and neglect of vulnerable adults and maltreatment of minors. The background study is completed upon initial employment, an unfavorable background study is grounds for immediate dismissal.
- 2) ProWorks requires that all personnel possess a valid Minnesota Driver's License and no serious driving violations.

PLEASE READ APPLICANT'S CERTIFICATION 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.

This application for employment will be considered active for a period of time not to exceed 45 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.

In the event of employment, 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.

Applicant's Signature	Date
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