

# APPLICATION FOR EMPLOYMENT

ALL PORTIONS OF THIS APPLICATION MUST BE COMPLETED.

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any legally protected class.

PLEASE PRINT

Name (Last)	(First)	(Middle)	Date
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Address: _____	Telephone #: _____
City: _____ State: _____ Zip: _____	Alternate #: _____

Are you legally entitled to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever applied for a job with J.C. Christensen & Associates (JCC), CareCall, Inc., or Prosource before? Yes \_\_\_\_ No \_\_\_\_  
If yes, where and when? \_\_\_\_\_

Referred By: \_\_\_\_\_

Have you ever worked for JCC, CareCall, Inc., or Prosource before? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, where and when? \_\_\_\_\_

The position you are applying for? \_\_\_\_\_ Desired pay range: \_\_\_\_\_ Per: \_\_\_\_\_

Does this position support collections? Yes \_\_\_\_ No \_\_\_\_ (If yes, a background check will be required.)

Type of employment: Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Temporary \_\_\_\_\_ On-call \_\_\_\_\_

Will you accept part time employment? Yes \_\_\_\_ No \_\_\_\_ If yes, specify the days and hours you are available: \_\_\_\_\_

If your application is considered acceptable, what date can you start? \_\_\_\_\_

Is your current age 16 years or older? Yes \_\_\_\_ No \_\_\_\_ 18 years or older? Yes \_\_\_\_ No \_\_\_\_

List any special skills or qualifications related to the job applied for?  
\_\_\_\_\_  
\_\_\_\_\_

EDUCATION				
School	Name and Address of School	Course of Study	Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (specify)				

**WORK EXPERIENCE**

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.

<b>Employer Name/Supervisor Name</b>	<b>Dated Employed From      To</b>		Work Performed		
Address					
Telephone Number					
Starting/Present Job Title	Hourly Rate/Salary Starting      Final				
Reason for leaving			May We Contact	Yes	No
<b>Employer Name/Supervisor Name</b>	<b>Dated Employed From      To</b>		Work Performed		
Address					
Telephone Number					
Starting/Present Job Title	Hourly Rate/Salary Starting      Final				
Reason for leaving			May We Contact	Yes	No
<b>Employer Name/Supervisor Name</b>	<b>Dated Employed From      To</b>		Work Performed		
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Address					
Telephone Number					
Starting/Present Job Title	Hourly Rate/Salary Starting      Final				
Reason for leaving			May We Contact	Yes	No

PROFESSIONAL REFERENCES - LIST THREE:

NAME AND OCCUPATION	RELATIONSHIP	ADDRESS	TELEPHONE NUMBER
1.			
2.			
3.			

**MILITARY INFORMATION**

HAVE YOU SERVED IN THE U. S. ARMED FORCES? YES \_\_\_\_\_ NO \_\_\_\_\_ BRANCH OF SERVICE \_\_\_\_\_

TOTAL MONTHS OF ACTIVE DUTY? \_\_\_\_\_ RANK AT INDUCTION \_\_\_\_\_ HIGHEST RANK OBTAINED \_\_\_\_\_

SPECIALIZED MILITARY EXPERIENCE \_\_\_\_\_

**SECURITY INFORMATION**

YES \_\_\_\_\_ NO \_\_\_\_\_ **IS THERE ANY REASON YOU CANNOT BE LICENSED OR BONDED BY THE STATE OF MINNESOTA?**

YES \_\_\_\_\_ NO \_\_\_\_\_ HAVE YOU EVER BEEN CHARGED WITH, OR CONVICTED OF, OR BEEN INDICTED FOR, OR ENTERED A PLEA TO, ANY CRIMINAL OFFENSE? (FELONY, GROSS MISDEMEANOR OR MISDEMEANOR), OTHER THAN TRAFFIC VIOLATIONS, IN ANY STATE OR FEDERAL COURT?

IF YES, LIST DATE, CITY, CHARGE AND DISPOSITION \_\_\_\_\_

(CONVICTION OF A FELONY OR MISDEMEANOR WILL NOT AUTOMATICALLY DISQUALIFY YOU FROM EMPLOYMENT)

READ BEFORE SIGNING

ALL APPLICANTS WILL BE RETAINED IN OUR FILES FOR A PERIOD OF TWELVE MONTHS. THIS COMPANY DOES NOT DISCRIMINATE AGAINST QUALIFIED APPLICANTS OR EMPLOYEES ON THE BASIS OF RACE, CREED, NATIONAL ORIGIN, ANCESTRY, PREGNANCY, SEX, COLOR, AGE, DISABILITY, SEXUAL ORIENTATION, OR OTHER STATUS OR CONDITION PROTECTED BY LAW. HOWEVER, WE INSIST THAT ALL OF OUR EMPLOYEES CAN PERFORM THE ESSENTIAL FUNCTIONS OF THEIR EMPLOYMENT AND HAVE THE CHARACTER, INTEGRITY, AND GENERAL REPUTATION FOR HONESTY OF A PERSON WE WOULD BE WILLING TO HAVE TO REPRESENT OUR COMPANY IN ITS DEALINGS WITH CUSTOMERS, SUPPLIERS, AND/OR OTHER EMPLOYEES. ACCORDINGLY, WE INSIST ON COMPLETE HONESTY. ANY LATER DISCOVERY THAT AN APPLICANT WAS NOT HONEST IN COMPLETING THIS APPLICATION MAY RESULT IN DISCHARGE.

AFFIDAVIT:

I AUTHORIZE OR INSTRUCT THIS COMPANY TO MAKE WHATEVER INQUIRIES IT DEEMS NECESSARY (OF ANY FORMER EMPLOYER, CREDIT BUREAU (A COPY WILL BE PROVIDED TO YOU UPON REQUEST), PERSONAL REFERENCE, BACKGROUND INVESTIGATION, OR SCHOOL OFFICIAL NAMED IN THIS APPLICATION OR REFERRED BY A PERSON IN THIS APPLICATION AND OF ANY LAW ENFORCEMENT AGENCY) IN ORDER TO VERIFY ANY INFORMATION GIVEN IN MY APPLICATION AND/OR DETERMINE MY QUALIFICATIONS AND ABILITIES AND I AGREE TO RELEASE AND HOLD HARMLESS ALL SUCH PERSONS FROM ANY AND ALL LIABILITY ARISING FROM THE RELEASE OF SUCH INFORMATION.. I UNDERSTAND THAT SUCH INQUIRIES MAY INCLUDE INFORMATION AS TO MY CHARACTER, GENERAL REPUTATION OR PERSONAL CHARACTERISTICS. STATEMENTS I MADE IN THE APPLICATION ARE TRUE AND COMPLETE. I UNDERSTAND THAT IF, IN THE JUDGEMENT OF THE COMPANY, I HAVE MADE ANY FALSE STATEMENTS, OMISSIONS, CONCEALMENTS, AND MISREPRESENTATIONS OR I HAVE FAILED TO ANSWER ANY QUESTIONS FULLY AND ACCURATELY, OR RESULTS OF SUCH INVESTIGATION ARE NOT SATISFACTORY, ANY OFFER MADE BY THE COMPANY MAY BE WITHDRAWN OR MY EMPLOYMENT WITH THE COMPANY MAY BE TERMINATED IMMEDIATELY, WITHOUT ANY OBLIGATIONS TO ME OTHER THAN FOR PAYMENT AT THE RATE AGREED UPON FOR SERVICES RENDERED AFTER I HAVE BEEN EMPLOYED. I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF THE COMPANY, AND UNDERSTAND THAT, IF I AM HIRED MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITHOUT CAUSE OR NOTICE, AT ANY TIME, AT THE OPTION OF EITHER THE COMPANY OR MYSELF. I FURTHER UNDERSTAND THAT NO PERSONAL RECRUITER OR INTERVIEWER OR OTHER REPRESENTATIVE OF THE COMPANY HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME UNLESS SUCH AGREEMENT IS IN WRITING AND SIGNED BY THE COMPANY'S DESIGNATED REPRESENTATIVE.

AUTHORIZATION SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_