



APPLICATION FOR EMPLOYMENT
CAREER SOLUTIONS

DBA: Stearns-Benton Employment & Training Council (SBETC)
1542 Northway Drive, Door #2 ■ St. Cloud, MN 56303
Phone: 320.308.5320 ■ Fax: 320.308.1717

We welcome you as an application for employment! Career Solutions is an equal opportunity employer and does not discriminate on the basis of race, color, sex, creed, religion, national origin, age, marital status, disability, sexual orientation, veteran status, or status with regards to public assistance. Individuals are evaluated and selected solely on the basis of merit.

This application is available in diverse formats. Complete all applicable areas. (Do not mark your application "See resume"). An incomplete application may reduce your opportunity for employment with Career Solutions. Applications must be received by the application deadline. Late applications will not be considered. (If handwritten, please use ink).

TITLE OF SPECIFIC POSITION YOU ARE APPLYING

DATE

PERSONAL INFORMATION

Name: Last First Middle
Address: Street (PO Box) City State Zip Code
Cell Phone: Work/Home Phone:
Email Address:

Are you over the age of 18? Yes No If under 18, state date of birth

Are you presently an employee of Career Solutions? Yes No If yes, present position & appointment date

Last Career Solutions/SBETC Position Held & Dates of Employment:

EMPLOYMENT DESIRED

Type of Employment Desired: Full Time Part Time Seasonal/Temporary Any

Salary Desired: Date Available:

Are you Employed Now: If yes, may we contact your present employer? Yes No
If no, please explain:

EDUCATIONAL INFORMATION

Do you have a high school diploma or a GED? Yes No Name of high school:

Check the highest grade completed: High School Diploma/GED Some College

AA or AAS Degree Bachelor's Degree Master's Degree PhD

Name and location of each location University # of years attended Major/minor or study area
and/or Technical School attended

EMPLOYMENT HISTORY

Please give accurate, complete employment information. List your present or most recent experience first. Attach additional sheets if necessary. DO NOT MARK YOUR APPLICATION "PLEASE SEE RESUME." IF YOU DO, YOUR APPLICATION MAY NOT BE CONSIDERED.

Present or Most Recent Employer

Employer: _____ Phone number: _____

Address: _____
Street City State Zip Code

Starting Title: _____ Ending Title: _____

Dates of Employment: From: _____ To: _____ Hours per week: _____

Last Salary: _____ Reason for Leaving: _____

Supervisor: _____ Supervisor Title: _____

Number and types of positions you supervised: _____

Principle Responsibilities/Job Duties: _____

Previous Employer

Employer: _____ Phone number: _____

Address: _____
Street City State Zip Code

Starting Title: _____ Ending Title: _____

Dates of Employment: From: _____ To: _____ Hours per week: _____

Last Salary: _____ Reason for Leaving: _____

Supervisor: _____ Supervisor Title: _____

Number and types of positions you supervised: _____

Principle Responsibilities/Job Duties: _____

Previous Employer

Employer: _____ Phone number: _____

Address: _____
Street City State Zip Code

Starting Title: _____ Ending Title: _____

Dates of Employment: From: _____ To: _____ Hours per week: _____

Last Salary: _____ Reason for Leaving: _____

Supervisor: _____ Supervisor Title: _____

Number and types of positions you supervised: _____

Principle Responsibilities/Job Duties: _____

JOB RELEVANT, VOLUNTEER, OR UNPAID WORK EXPERIENCE

Kind of activity (do not list organization)	Work performed:	#Hrs/mo	Date From	Date To
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

DESCRIBE ANY ADDITIONAL EXPERIENCES OR TRAINING THAT QUALIFIES YOU FOR THIS JOB (i.e. computer skills, cert.)

REFERENCES

List three (3) people who know you well, preferably from a work environment. Do not refer to a friend or relative.

Name	City, State	Phone Number	Occupation/Organization
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IMPORTANT FACTS CONCERNING INFORMATION PROVIDED ON YOUR APPLICATION

Minnesota law affects you as an applicant for employment with Career Solutions. The following data is public information and is accessible to anyone: veteran’s status, relevant test scores, rank on eligibility list, education and training, job history and work availability. All other personally identifiable information is considered private, but not limited to, your name, home address, and phone number. As an applicant, your name is considered private unless you are selected to be interviewed by the appointing authority prior to selection.

This information requested on the application is necessary, either to identify you or to assist in determining your suitability for the position for which you are applying. You may legally refuse, but refusal to supply the requested information will mean that your application for employment may not be considered.

If you are selected for employment with Career Solutions, the following additional information about you will be public: name; gross salary; salary range; contract fees; actual gross pension; the value and nature of employer paid fringe benefits: the basis for, and the amount of, any added remunerations, including expenses reimbursements in additional to salary; job title; job description; educational and training background; previous work experience; date of first employment and last employment; the status of any complaints or charges against the employee whether or not the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action and supporting documentation; work location; a work telephone number; badge number; honors and awards received; payroll time sheets or other comparable data entry that are only used to account for employee’s work time for payroll purposes, except to the extent that releases of time sheets data would reveal the employee’s reasons for the use of sick or other medical leave or other non-public data; and city and county of residence. Anything not previously listed which is placed in your application folder or your personnel file – such as medical information, letter of recommendation, resumes, etc. – is made private information by law.

I understand that any falsified information or significant omissions on either the application or during my interview may disqualify me from further consideration for employment and may be considered justification or dismissal. I authorize investigation of all statements contained in this application or made during my interview for employment as may be necessary in arriving at employment decision. I release such employers and individuals from all liability for damages whatsoever that may arise from furnishing this information.

Applicant's signature

Date

APPLICANT TRACKING DATA / SUPPLEMENT

The information requested below is voluntary and will be used to assist Career Solutions in monitoring Equal Employment Opportunity and Affirmative Action programs as required by law. Refusal to complete this section will not affect your opportunities for employment. The information in this area is confidential and **will be separated from your employment application.**

Name: _____ Position applied for: _____

Referral source:

Employment Agency Job Service Walk-in Employee Referral Website Newspaper Other

Gender _____ Male _____ Female

Race or ethnic group: _____ White _____ Black _____ Hispanic _____ American Indian/Native Alaskan
_____ Asian/Pacific Island Other (please specify): _____

Do you have a disability? _____ Yes _____ No

If yes, please describe: _____

I can demonstrate competency in speaking a language other than English. _____ Yes _____ No

If yes, please list Language(s): _____

I can demonstrate competency in writing in a language other than English. _____ Yes _____ No

If yes, please list Language(s): _____

COMPLETE THIS SECTION ONLY IF YOU SERVED IN THE U.S. ARMED FORCES

Note: if you wish to claim Veteran's Preference, please attach a copy of your DD214.

Branch of Service: _____ Length of active duty: _____

Rank at Discharge: _____ Type of discharge: _____

Describe duties and any special training: _____

