ID:	Start Date:	Supvr:	Shift:	Status:	Rev. 7-15
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Desired Wage: \$

PERSONAL INFORMATION

Providing individuals with disabilities the opportunity to work and live in their community.

Front Desk
320 Sundial Drive (Door 3)
- or P.O. Box 757 Waite Park, MN 56387

We appreciate your interest in seeking employment with WACOSA. The questions on this Application are designed to give us a clearer understanding of your background, skills, and experience. Please complete each section in its entirety. Do <u>not</u> write "see resume". If offered employment, this Application will be verified and become part of a personnel record. If accommodation is needed during the application or interview process, contact Human Resources at (320) 251-0087. If not, no phone calls, please.

-- Please Print --

Date:					
Full Name:					
	Last	First		Middle Initial	
Address:	Street				
				P.O. Box	
Address:	City	State		Zip Code	-
	•			·	
Home Phone:		Daytime Pho	one:	1	
E-Mail Address:		Cell Pl	none:		***********
Are you legally authoriz	ed to work in the United St	ates?	□ Yes	□ No	
If hired, can you provide	e proof of eligibility to work	in the U.S.?	□ Yes	□ No .	
Specific position applyir	ng for (do <u>not</u> write "open" or "an	y"):	*****		
					V-00-100-00-00-00-00-00-00-00-00-00-00-00
Have you ever worked for	or WACOSA? □ Yes	□ No If YES, From:		To: Month/ Year	
If YES, did you go by a d	lifferent name? (Please specify)	Month/ Year	Month/Year	
Check all that apply:	☐ Full-Time	□ Regular	□ Days	☐ Afternoons	
	□ Part-Time	☐ On-Call/ Substitute	☐ Temporary	□ Evenings	

WACOSA is an EO/M/W/Disability/AA Employer

_____ Available Start Date/ Notice Period:

Per:

All candidates are considered without regard to race, color, creed, religion, national origin, gender, genetics, disability, age, marital status, sexual orientation or preference, citizenship, status with regard to public assistance, veteran status, familial status, or membership or participation on a local rights commission.

ED	PERSONAL PROPERTY.	C	ΔT	10	N
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Educational Institution	Name & City/ State of Institution	Subject (Major/ Minor)	# of Years Completed	Did You Graduate? (Y/ N)	Specify Diploma/ Degree Type
High School -					
College					
College					
Other Training Institution					
License/ Certificate Na	L LICENSES/ CERT		ed Expira	tion Date	License/ Certification #
	į.				
	•				
SPECIALIZED T	TRAINING, SKILLS,	HONORS, CER	TIFICATIONS		
SPECIALIZED Current Red Cross First					
	Aid?	s 🗆 No 🔻 Date	e Certified & Expirat	ion:	

Please list relevant computer programs/ software packages in which you are proficient:

EMPLOYMENT HISTORY

Please list your previous 15 years of work experience starting with the <u>most recent</u>. If you need additional space, please attach a separate page. WACOSA verifies a minimum of 7 years worth of employment history.

Company:		Supervisor Name/ Title:		
Address:	City:		State:	Zip Code:
Phone Number:		Job Title(s):		
Job Duties:				
Employed From:Month/ Year				☐ Temporary
Ending Wage: \$	Per: Reaso	on For Leaving:		
May We Contact This Employer?				
Company:				
Address:	City:		State:	Zip Code:
Phone Number:		_ Job Title(s):		
Job Duties:				
Employed From:Month/ Year	To: Month/ Year	. □ Full-Time	□ Part-Time	☐ Temporary
Ending Wage: \$	Per: Reaso	on For Leaving:		
May We Contact This Employer?	□ Yes □ No	If NO, Why?		
Company:		Supervisor Name/ Title:		
Address:	City:		State:	Zip Code:
Phone Number:		Job Title(s):	·	
Job Duties:				
Employed From:Month/Year	To: Month/ Year	□ Full-Time	☐ Part-Time	☐ Temporary
Ending Wage: \$	_ Per: Reaso	on For Leaving:		
May We Contact This Employer?	□ Yes □ No	If NO, Why?		

PROFESSIONAL REFERENCES

Please list 3 professional references (e.g. supervisor, direct report, co-worker). Do <u>not</u> list personal references (e.g. family or friends).

Name	Relationship/ Affiliation	Daytime Phone	Cell Phone	Email Address	Years Known

CANDIDATE CERTIFICATION & AUTHORIZATION

I understand and agree that any misrepresentation or deliberate omission of fact in my application may be considered cause for rejection of, or if employed, termination from employment.

It is my understanding that WACOSA may make a thorough investigation of my entire work and personal history and may verify all data given in my application for employment, related papers, and interviews. I authorize such investigation and the giving/ receiving of information requested by WACOSA and I release from liability any person giving or receiving any such information. I understand that falsification of data given or discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to dismissal.

I further understand this is part of an application for employment and that no offer of employment is being made at this time. WACOSA makes no promise of employment by accepting this application. This is not a contract of employment. If I am not selected for the interview process, I understand that my application will remain on file for this position for at least (2) two years.

WACOSA reserves the right to change, interpret, withdraw, or add to policies, benefits, or terms and conditions of employment at their sole discretion with or without prior notice, consideration, or approval by any prospective or existing staff.

In consideration of any employment offer, I agree to conform to the rules and regulations of WACOSA. I also understand that my employment is "AT WILL" and that both my employment and my benefits compensation can be terminated, with or without cause, at any time, at the option of WACOSA or me personally.

I also understand that any offer of employment is contingent on acceptable outcomes of any screenings and inquiries WACOSA may require of its staff; in particular DHS Background, Criminal Background, Credit, Pre-Employment Drug, DOT Physical, Motor Vehicle Record, Employment History, and Education/Credential verifications for positions requiring such clearances.

I understand that, if hired, I will be required to provide proof of identity and eligibility to work in the United States for the Form I-9 and E-Verify process within (3) three days of hire.

Candidate Signature	Date