

## BETHANY HOME, INC. APPLICATION FOR EMPLOYMENT

Bethany Home is an equal employment opportunity employer dedicated to a policy of non-discrimination in employment based upon an individual's race, color, creed, religion, age, sex, national origin, ancestry, marital status, sexual orientation or the presence of any non-job-related medical condition or disability. In reading and answering the following questions, please keep in mind that none of the questions are intended to imply any limitations, illegal preferences, or discrimination based upon any non-job-related information. This application will be given consideration, but its receipt does not imply that the applicant will be interviewed or employed. Please contact the Director of Human Resources if you need an accommodation to participate in the application process at (715) 942-1500.

POSITION APPLIED FOR: _____ Date Available to Start Work: _____
Referral Source: <input type="checkbox"/> Walk-in <input type="checkbox"/> Employee <input type="checkbox"/> Advertisement <input type="checkbox"/> Company's Website <input type="checkbox"/> Other Internet <input type="checkbox"/> Other

<b>PERSONAL DATA</b>			
Name _____			
Address _____			
Street Address	City	State	Zip
Daytime Phone: _____	Evening Phone: _____	E-Mail: _____	
( ) _____	( ) _____		

### GENERAL INFORMATION

1.	Have you ever applied for a job with Bethany Home, Inc. in the past? If yes, please give the date of application and the position for which you applied. State your name at that time, if different from present name.	___ Yes    ___ No
2.	Have you ever been employed by Bethany Home, Inc. in the past? If yes, please give dates of employment, positions held, and state your name while employed if different from present time.	___ Yes    ___ No
3.	If hired, will you be able to work during the normal days and hours required for the position(s) for which you are applying? (See attached job description) If no, please explain:	___ Yes    ___ No
4.	Do you have any commitments to another employer that might affect your availability for employment with Bethany Home, Inc.? If yes, please explain:	___ Yes    ___ No
5.	If hired, can you furnish proof that you are 18 years of age, or if under 18, do you have a permit to work? If no, please explain:	___ Yes    ___ No
6.	If hired, can you furnish proof that you are eligible to work in the United States? (If unsure of the documents needed to prove eligibility to work in the U.S., we will be happy to explain the legal requirements.) If no, please explain:	___ Yes    ___ No

7.	Do you now, or will you in the future, require Bethany Home, Inc. to sponsor an employment visa for your continued employment.	___ Yes ___ No
8.	Have you been convicted of a misdemeanor or felony? Note: A yes answer does not automatically disqualify you from employment since the nature of the offense, date, and type of job for which you are applying will be considered. If yes, please explain:	___ Yes ___ No
9.	Are you charged with an unresolved criminal charge (have you been charged with a crime that has not yet resulted in a plea of guilty, court trial, or dropping of the charge)? Note: A yes answer will not automatically disqualify you from employment. If yes, please explain:	___ Yes ___ No
<b>DO NOT ANSWER QUESTIONS 10 IF A JOB DESCRIPTION IS NOT ATTACHED</b>		
10.	Are you able to perform the tasks listed on the attached job description with or without an accommodation?	___ Yes ___ No

**EDUCATIONAL DATA**

SCHOOLS ATTENDED	NAME OF SCHOOL AND LOCATION	DID YOU GRADUATE? YES NO	DEGREE/ DIPLOMA/ CERTIFICATE?	MAJOR COURSE OF STUDY
HIGH SCHOOL	CIRCLE HIGHEST GRADE CCOMPLETED 1 2 3 4 5 6 7 8 9 10 11 12			
TECHNICAL VOCATIONAL BUSINESS OR MILITARY TRAINING				
COLLEGE OR UNIVERSITY				
GRADUATE SCHOOL				
PROFESSIONAL SEMINARS				

Additional JOB-RELATED seminars, short courses, workshops, or other educational experiences:

JOB-RELATED certificates, licenses, equipment qualified to operate, computer hardware and software operated, and other JOB-RELATED special skills and abilities:

**EMPLOYMENT HISTORY**

PRESENT & FORMER EMPLOYERS

List Present or Most Recent Employer first – Please complete even if a resume is attached.

Attach additional sheet if necessary.

Company Name	Dates of Employment	From	To
Address	Supervisor (and phone number, if known)		
City, State, Zip	Reason for Leaving		
Job Title & Duties	Reason for Leaving		
Final Salary: \$ _____ per _____	May We Contact? _____ Yes _____ No		

Company Name	Dates of Employment	From	To
Address	Supervisor (and phone number, if known)		
City, State, Zip	Reason for Leaving		
Job Title & Duties	Reason for Leaving		
Final Salary: \$ _____ per _____	May We Contact? _____ Yes _____ No		

Company Name	Dates of Employment	From	To
Address	Supervisor (and phone number, if known)		
City, State, Zip	Reason for Leaving		
Job Title & Duties	Reason for Leaving		
Final Salary: \$ _____ per _____	May We Contact? _____ Yes _____ No		

Please account for any time you were not employed after leaving school in the past ten years (You need not list any unemployment periods of one month or less)

Time Period(s)

Reason(s) for Unemployment

If you were unable to list all past jobs or periods of unemployment on this form, please use an additional sheet.

**REFERENCES – LIST THREE *BUSINESS RELATED INDIVIDUALS* THAT ARE NOT FORMER EMPLOYERS**

<u>NAME</u>	<u>ADDRESS</u>	<u>CITY, STATE, ZIP</u>	<u>PHONE NUMBER</u>	<u>OCCUPATION</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

OTHER JOB-RELATED EXPERIENCE. Some people gain job-related experience in positions other than as an employee. For instance, an accountant may gain experience as a treasurer of a civic or school organization, or a manager may gain experience while working on civic projects or in school organizations, or in PTA activities. Please list and describe any paid or unpaid activities, honors, experience, or training that might aid you in performing the job(s) for which you have applied, and have not been listed previously in this application. (You may omit any activities, honors memberships or other items that tend to identify your race, sex, national origin, age, disability or other personal traits that you prefer not to disclose.)

Please add any additional information (except that which identifies your race, sex, age, religion, national origin, disability or other non-job-related personal information) that you think may be relevant to a decision to hire you.

**IMPORTANT**

PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING

Initials

\_\_\_\_\_ By my signature and initials, I promise that the information provided in this employment application (and accompanying resume if any) is true and complete, and I understand that any false information or significant omissions may disqualify me from further consideration for employment, and may be justification for my dismissal from employment by Bethany Home if discovered at a later date. I agree to immediately notify Bethany Home if I should be convicted of a felony, or any crime involving dishonesty or a breach of trust while my job application is pending, or during my period of employment, if hired.

\_\_\_\_\_ I authorize any person, school, current employer (except as previously noted), past employer(s), government or investigative agencies, and other organizations that may be named in this application form (and accompanying resume, if any) to provide Bethany Home with relevant information and opinion that may be useful to Bethany Home in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.

\_\_\_\_\_ I understand that, if hired, I may not hold other employment, nor engage in consulting, sales, investments or other activities that may create a conflict of interest with Bethany Home.

\_\_\_\_\_ I understand that if employed and my employment is terminated by Bethany Home for dishonesty, breach of trust, or any criminal acts, the authorities may be notified and I may be criminally prosecuted.

\_\_\_\_\_ I understand that this application does not, by itself, create a contract of employment. I understand and agree that, if hired, my employment is for no definite period of time, and may, regardless of the date of payment of my wages or salary, be terminated at any time.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

**EMPLOYMENT REFERENCE AUTHORIZATION**

Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ (Please Print)

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

City, State, Zip: \_\_\_\_\_

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Other names under which I have worked: \_\_\_\_\_

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To Whom It May Concern:

I have applied at Bethany Home, Inc. for a position as \_\_\_\_\_. I hereby authorize you to furnish Bethany Home, Inc. with all the information requested, and any other information you have concerning me. I hereby release you, your organization and Bethany Home, Inc. from all liability for any damage whatsoever arising there from.

Thank you,

\_\_\_\_\_  
Applicant Signature