



1000 Cottonwood Drive NE  
 Willmar, MN 56201  
 320-235-2775  
 Fax: 320-231-9871

## APPLICATION FOR EMPLOYMENT

### – An Equal Opportunity Employer –

Compassionate Care, Inc. does not discriminate against its employees, or applicants for employment, because of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

### PERSONAL

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First Middle Initial

Current Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Street City State Zip

Alternate Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Street City State Zip

Position(s) of Interest: \_\_\_\_\_

How did you learn about Compassionate Cottage?

- Advertisement \_\_\_\_\_  Friend/Relative  Compassionate Cottage Employee  
 Employment Office \_\_\_\_\_  Walk-In  Other \_\_\_\_\_

If you have submitted an application before, when? \_\_\_\_\_ Were you interviewed?  Yes  No

If you have been employed by Compassionate Cottage before, when?

\_\_\_\_\_ What job(s)? \_\_\_\_\_

When could you be available for work?  Immediately  After \_\_\_\_\_ weeks notice.  On or after \_\_\_\_\_  
Specify date

Are you interested in working (**check all that apply**)  Full Time  Part Time  Temporary  Day Shift  
 Night Shift

Are you currently on "LAY OFF" status with another employer and subject to recall?  Yes  No

### EDUCATION AND TRAINING

	Name and Location	Course of Study	Length of Attendance	Certificate/Diploma/Degree
High School				
College/Tech./ Trade School				
Other (specify type)				

### ADDITIONAL TRAINING

Describe any additional training received through seminars, workshops, on-the-job training, apprenticeship programs, etc.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## EXPERIENCE

**Employment:** Starting with present or last job, provide the information requested. You may limit your listing to the previous 5 years.

1. Employer	Dates _____ to _____	Hourly Rate/Salary Starting _____ Final _____
Location	Position(s) _____	
Telephone	Work Performed _____	
Supervisor		
Reason for Leaving		

2. Employer	Dates _____ to _____	Hourly Rate/Salary Starting _____ Final _____
Location	Position(s) _____	
Telephone	Work Performed _____	
Supervisor		
Reason for Leaving		

3. Employer	Dates _____ to _____	Hourly Rate/Salary Starting _____ Final _____
Location	Position(s) _____	
Telephone	Work Performed _____	
Supervisor		
Reason for Leaving		

**Additional Work Experience May Be Listed On A Separate Page—Copy This Form Or Provide The Same Information On Plain Paper**

We may contact the employers listed above. List the identifying number(s) of any you would not want contacted.

Reason(s): \_\_\_\_\_

**ADDITIONAL SIGNIFICANT EXPERIENCE:**

List trade, professional, business, community activities you feel are relevant. Include responsibilities and training received. You need not disclose any activities which might identify you as a member of a protected class.

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**ADDITIONAL INFORMATION (Optional):**

Include any additional information you feel may be helpful in assessing your qualifications for employment.

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**REFERENCES**

List individuals who can verify your skills and character. Include how they know you. Do not include people who are only personal friends.

1.	_____	_____
	(Name)	Telephone Number
	_____	_____
	(Address)	(How Known)
2.	_____	_____
	(Name)	Telephone Number
	_____	_____
	(Address)	(How Known)
3.	_____	_____
	(Name)	Telephone Number
	_____	_____
	(Address)	(How Known)

**APPLICANT’S STATEMENT**

I certify that the information contained in this application is true and correct to the best of my knowledge, and I understand that false or incorrect information in this application can be grounds for disqualification from further consideration or for dismissal from employment. I hereby authorize my former employer(s), reference(s), school(s), and any other individual or organization to provide information solicited by Compassionate Cottage and I hereby release and discharge each of the above, including the company, from any liability of any kind or nature.

I agree that nothing contained in this application or in the interview process is intended to create an employment contract between Compassionate Cottage and me. Should this application result in my employment, I have the right to terminate my employment at any time and for any reason and the company retains a similar right. Thus, any employment relationship with the company is of an “at will” nature. No representative of Compassionate Cottage other than the Owner has any authority to enter into any agreement with you for any specified period of time or to guarantee any other employment condition or benefit. Agreements must be in writing. I agree that this entire statement applies to the period prior to or after employment.

I understand that employment at Compassionate Cottage is contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States as well as my ability to perform the functions of the job for which I am hired.

I understand that as a condition of employment I may be required to sign statements assuring the confidentiality of company information, my agreement not to enter into other relationships in direct competition with the company. I agree to sign whatever documents may be required. **I hereby acknowledge that I have read and understand each of the above statements.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_