

# APPLICATION FOR EMPLOYMENT

## KOOTASCA Community Action, Inc.

1213 S.E. 2<sup>nd</sup> Avenue  
Grand Rapids, MN 55744

2232 2<sup>nd</sup> Ave. East  
P.O. Box 44  
Int'l. Falls, MN 56649

Office Use Only

We consider applicants for all positions without regard to age, race, color or creed, religion, sex, sexual orientation, national origin, marital status, disability, status with regard to public assistance or any other legally protected status. KOOTASCA Community Action, Inc. is an Equal Opportunity / Affirmative Action Employer. Upon request, this form will be made available in alternative formats per requirements of ADA.

(PLEASE TYPE OR PRINT USING BLUE OR BLACK PEN)

Position Applied For (Use exact title in Job Announcement)			Date of Application	
Last Name	First Name		Middle Name	
Address	City	County	State	Zip Code
Telephone Number(s)				

Are you currently employed with Kootasca or have you been employed with us before?  YES  No

If yes, give date \_\_\_\_\_ to \_\_\_\_\_

Are you related to any current Kootasca employee?  YES  NO If yes, please list name, and program works in: \_\_\_\_\_

This question is asked solely for the purpose of Policy #023-Employment of Relatives which prohibits family members from supervising family members. If hired, other supervisory arrangements would need to be made.

Are you currently employed?  Yes  No

May we contact your current or previous employer(s)?  Yes  No

On what date would you be available for work? \_\_\_\_\_

Are you available for work:  Full Time  Part-Time  Temporary  Evenings/Weekends

Are you currently on "lay-off" status and subject to recall?  Yes  No

Having read the position's job description, can you perform the essential functions of the job with or without reasonable accommodation?  Yes  No

Can you travel if a job requires it?  
 Yes  No

Do you possess a valid Minnesota Driver's license?  
 Yes  No

A criminal background study is required as a condition of employment once a job offer is made. Are you willing to complete a criminal background study?  Yes  No

## EDUCATION

College, University or Professional School (list all undergraduate and graduate work – Provide transcript if required)	Number of Credits	Degree Obtained AA/BS/BA/MA	Degree Major/Minor
School Name and Location: Date obtained Degree:			
Business, Correspondence, Technical or Vocational School (Provide transcript and certificate if required)	Number of Credits	Degree or Certificate Obtained	Course of Study
School Name and Location: Date obtained Degree:			
High School Name and Location: Do Not List Year Graduated or rec'd GED	Circle Years Completed 9 10 11 12		Circle Degree Received Diploma or GED
Describe any specialized training, apprenticeship, skills and extra-curricular activities			
Describe any honors you have received			
State any additional information you feel may be helpful to us in considering your application (Ex: Volunteering and unpaid work experience – List hrs/month and contact person)			
List professional, trade, business or civic activities and offices held. <b>You may exclude memberships which would reveal age, race, color or creed, religion, sex, sexual orientation, national origin, marital status, disability, status with regard to public assistance or any other legally protected status.</b>			

## PROFESSIONAL REFERENCES

Give name, address and telephone number of three work-related references:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



**APPLICANT'S STATEMENT**

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to KOOTASCA Community Action, Inc. I release KOOTASCA Community Action, Inc., any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

This application for employment shall be considered for the current posting. Any applicant wishing consideration for employment for other positions should fill out an application for each position.

I understand and agree that nothing contained in this application or conveyed during any interview, is intended to create an employment contract. I understand and agree if hired that employment at KOOTASCA Community Action, Inc. is on an "At-Will" basis and is for no definite period of time and I or the employer may terminate the employment relationship at any time with or without cause.

I understand that if offered a position with KOOTASCA Community Action Inc., I will be required to submit to a background check as a condition of employment. I understand any job offer will not be final until receipt of the results of the criminal background check from the BCA and the results are acceptable to KOOTASCA Community Action, Inc. A refusal to cooperate with, any attempt to affect the results of, or unacceptable results of the post-job offer check will result in withdrawal of any employment offer or termination of employment if already employed.

In the event of employment, I understand that false or misleading statements, omissions or misrepresentation on my application or interview(s) is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the employer. I understand also, that I am required to abide by all work rules, policies and procedures of the employer. KOOTASCA Community Action, Inc. retains the right to revise our policies or procedures, in whole or in part, at any time.

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

\_\_\_\_\_  
Date

**IF NOT SIGNED BY APPLICANT, THIS APPLICATION WILL BE DISQUALIFIED**

<b><u>FOR AGENCY USE ONLY</u></b>	
Arrange Interview _____	Yes                      No
Remarks: _____	
Interviewer _____	Date _____
Employed _____	Yes                      No
Job Title: _____ Hourly Rate: _____ Dept: _____	
By: _____	Date _____
Name and Title	

NOTES:

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

# AFFIRMATIVE ACTION SURVEY FOR APPLICANTS

KOOTASCA Community Action, Inc. is an Equal Opportunity / Affirmative Action Employer. As an employer/government contractor, we must comply with government regulations and affirmative action responsibilities and record certain information to be made a part of our Affirmative Action Program.

Applicants for employment or advancement are invited to participate in the Affirmative Action Program by reporting race or ethnic identity. In extending this invitation you are also advised that: (a) applicants are under no obligation to respond, but may do so in the future if they choose; (b) responses will be separated from your application and will remain confidential within the Human Resources Department; and (c) responses will only be used for necessary information to include in our Affirmative Action Program. We consider applicants for all positions without regard to age, race, color or creed, religion, sex, sexual orientation, national origin, marital status, disability, veterans status, status with regard to public assistance or any other legally protected status. Providing this information is voluntary and refusal to provide information will not have a negative effect on your status as an applicant. This form will be separated from the application upon receipt of KOOTASCA and will not part of any employment decisions. If you have a disability and need an accommodation so that you can perform the duties of the job for which you are applying, please notify our Human Resources Dept. in some other manner.

To assist Kootasca Community Action, Inc. with government record keeping, reporting and other legal requirements please fill out the Affirmative Action Survey.

PLEASE PRINT

Date Applied \_\_\_\_\_

Name \_\_\_\_\_  
Last First M.I.

Phone ( ) \_\_\_\_\_

City of Residence: \_\_\_\_\_

County of Residence: \_\_\_\_\_

Position(s) Applied For: \_\_\_\_\_

Referral Source:

- Current Employee Referral       Job Service       Newspaper Ad  
 Rehire       Recruiter       Other \_\_\_\_\_

## AFFIRMATIVE ACTION SURVEY

Check One:  Male       Female

Check any that apply:       Vietnam Era Veteran       Disabled Veteran       Disabled Individual

Check one of the following Race/Ethnic Groups:

- American Indian or Alaskan Native – (Not Hispanic or Latino) A person having origins in any of the original peoples of North or South America (including Central America), and who maintain tribal affiliation or community attachment.
- Asian – (Not Hispanic or Latino) A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American – (Not Hispanic or Latino) A person having origins in any of the Black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander – (Not Hispanic or Latino) A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White – (Not Hispanic or Latino) A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.
- Two or More Races – (Not Hispanic or Latino) All persons who identify with more than one of the above races.
- Race missing or unknown – Applies to **Applicants Only**, where a resume or application that is screened is received without any racial or ethnic identification and no further contact is made with the applicant.
- I do not wish to Self-Identify. Signature: \_\_\_\_\_

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER