



Adult Training and Habilitation Center

311 Fairlawn Ave W, Winsted, MN 55395/425 California St NW, Hutchinson, MN 55350

## Application for Employment

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.

Position Applied For: _____	Date of Application: _____
Site: _____ ATHC-Winsted    _____ Hutchinson/ATHC-West	Have you applied with us before? _____ Yes/_____ No

Last Name: _____ First Name: _____ MI: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Telephone Number (s): _____
Social Security Number (voluntary): _____

Are you 18 years of age or older?	_____ Yes	_____ No
Have you ever been employed with ATHC before? If Yes, give dates: _____	_____ Yes	_____ No
Do any of your friends or relatives, other than spouse, work here? If yes, state name, relationship and site location: _____	_____ Yes	_____ No
Are you currently employed?	_____ Yes	_____ No
May we contact your present employer?	_____ Yes	_____ No
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? <i>Proof of citizenship or immigration status will be required upon employment.</i>	_____ Yes	_____ No
Are you currently on "lay-off" status and subject to recall?	_____ Yes	_____ No
Date available for work: _____ What is your desired salary range? _____		
Are you available to work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time: Please specify days and hours _____ <input type="checkbox"/> Temporary: Please indicate dates available _____ - _____		

### Education

School	Name, City, State of School	Course of Study	Number of Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

State any additional information you feel may be helpful to us in considering your application, including any job related training in the U.S. Military? _____
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Employment Experience – *Start with your present or last job. Include any job related military service assignments and volunteer activities. Exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.*

Employer: \_\_\_\_\_  
 City, State: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Starting/Present Job Title: \_\_\_\_\_  
 Work Performed: \_\_\_\_\_  
 Dates Employed: \_\_\_\_\_ - \_\_\_\_\_ / Starting – Final Wage: \_\_\_\_\_ - \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_  
 May we contact:  Yes  No

Employer: \_\_\_\_\_  
 City, State: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Starting/Present Job Title: \_\_\_\_\_  
 Work Performed: \_\_\_\_\_  
 Dates Employed: \_\_\_\_\_ - \_\_\_\_\_ / Starting – Final Wage: \_\_\_\_\_ - \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_  
 May we contact:  Yes  No

Employer: \_\_\_\_\_  
 City, State: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Starting/Present Job Title: \_\_\_\_\_  
 Work Performed: \_\_\_\_\_  
 Dates Employed: \_\_\_\_\_ - \_\_\_\_\_ / Starting – Final Wage: \_\_\_\_\_ - \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_  
 May we contact:  Yes  No

References – Do not include family members or past supervisors.

Name	Phone Number	Occupation
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**Applicant’s Statement**

I certify the information provided in this application is true and complete. I acknowledge that false information is grounds for not hiring me or immediate termination. I authorize the verification of any information stated above.  
 This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant who would like to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.  
 I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with ATHC is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

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

\_\_\_\_\_  
 Date