

EVERGREEN HOUSE, INC.

APPLICATION FOR EMPLOYMENT

BACKGROUND INFORMATION				
First Name (Please print)		Middle Name	Last Name	
Street Address		City	State	Zip Code
Phone #1: Home/Cell/Work () ()	Phone #2: Home/Cell/ Work () ()	Date Available to Start:		Social Security #: - -
Hours You Are Available to Work _____ 8 a.m. – 4:00 p.m. _____ 4:00 p.m. – 12:00 a.m. _____ 12:00 a.m. – 8:00 a.m. Please circle the days you are available to work: Monday Tuesday Wednesday Thursday Friday Saturday Sunday	Please list the Skills Which Make You Qualified for This Position 1. _____ 2. _____ 3. _____ 4. _____		Do You Have Any Physical Restrictions that Prevent you From: _____ Lifting _____ Bending _____ Standing _____ Sitting _____ Driving Please describe:	
Do You have a Valid Minnesota Driver's License? _____ Yes _____ No		Do you have current vehicle insurance? _____ Yes _____ No		Do you have a reliable means of transportation? _____ Yes _____ No
EDUCATIONAL BACKGROUND				
Name of Institution	City & State	Last Grade or Level Completed	Date of Graduation	Subjects Studied/Degree Awarded
<i>High School</i>				
<i>College/Technical/Voc. Sch.</i>				
<i>Graduate Studies/Other Training</i>				
Do you have any criminal convictions? Please explain.				
EMPLOYMENT HISTORY (Please list all previous employers for the past five years with most current first)				
Name of Business or Organization & Dates of Employment	Street Address	City/State/Zip Code	Telephone and Supervisor's Name	Position Title & Duties
			()	
May We Contact Your Current Employer? (Please check) _____ Yes _____ No				
			()	
			()	

			()	
			()	

Comments:

REFERENCES (Please list 3 references, at least 2 of which are professional references)

Name and Title	Street Address	City/State/Zip Code	Area Code & Telephone
			()
			()
			()
			()

Signature	Date:
------------------	--------------

To Apply: Submit this application along with a resume and cover letter to: Evergreen House, Inc., P.O. Box 662, Bemidji, MN 56619, ATTN: Personnel.

For Office Use Only

Reference Name & Title	Date of Reference Check	Relationship to Applicant & # of years reference has known applicant	Comments: Strengths, Areas for Improvement, Would you hire this individual again? Do you have any reservations about recommending this individual to work with youth

Note: Due to the nature of the services Evergreen provides to vulnerable youth and young adults, employment is contingent upon successfully passing a Minnesota Department of Human Services Applicant Background Study, as well as a Sexual Contact Background Study.