



# APPLICATION FOR EMPLOYMENT

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

Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Previous Name: \_\_\_\_\_

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

Are you legally eligible for employment in the USA?  Yes  No

Have you ever been convicted of a crime that would result in failing a criminal background check?  Yes  No

State age if under 18. \_\_\_\_\_

Are you able to accept a position that requires:

a. Driver's license?  Yes  No

b. Use of your automobile?  Yes  No

Position(s) applied for: \_\_\_\_\_

Would you work  Full time  Part time Specify days and hours if part time. \_\_\_\_\_

Were you previously employed by us?  Yes  No

If yes, when. \_\_\_\_\_

If your application is considered favorably, on what date will you be available for work? \_\_\_\_\_

Do you have any physical conditions that may limit your ability to perform the job for which you are applying?  
\_\_\_\_\_

FOR PERSONNEL  
USE ONLY

Routed to: \_\_\_\_\_

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

Hire Code: H R  
RE NS UA HD  
D C NM

## WORK EXPERIENCE

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

City/ State: \_\_\_\_\_ Phone: \_\_\_\_\_

Employed from: \_\_\_\_\_ to \_\_\_\_\_ Supervisor: \_\_\_\_\_

Description of Duties: \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

II. Employer: \_\_\_\_\_ Position: \_\_\_\_\_  
 City/ State: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Employed from: \_\_\_\_\_ to \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Description of Duties: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

III. Employer: \_\_\_\_\_ Position: \_\_\_\_\_  
 City/ State: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Employed from: \_\_\_\_\_ to \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Description of Duties: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

**RECORD OF EDUCATION**

School	Name/Address	Last Year Completed	Did you graduate?	Course of Study
High School		1 2 3 4		
College		1 2 3 4		
Other (specify)		1 2 3 4		

**PERSONAL REFERENCES**

Please list three employment/ professional references and one personal character reference.

	Name	Occupation	Address	Telephone #
Professional (Please Print)				
Professional (Please Print)				
Professional (Please Print)				
Personal (Please Print)				

Other relevant experience, skills or qualifications: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

May we contact the employers listed above? \_\_\_\_\_ If not, indicate which one(s) you do not wish us to contact: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please note: At any time during your employment, a physical, mental, health, chemical dependency, or criminal history evaluation may be required if there is reasonable cause to believe the qualification requirements have not been met or that the employee cannot provide required care for the consumer(s).

Failure to comply with any of the following requirements will result in immediate separation from employment with this agency.

I hereby affirm that all statements are accurate, complete and true to the best of my knowledge. I understand that if I knowingly give false information, I will not be eligible for employment with this agency.

In addition, I acknowledge that if hired, the employee relationship will be at will. "At will" employment means that the employer or employee may terminate the relationship at any time, with or without notice and for any reason or no reason. The at-will nature of employment can be changed only by a written agreement between the prospective employee and the authorized senior managerial employee.

As well, determination of position classification and compensation is made only by those individuals authorized and designated in current policy for prospective, current and former employees.

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

\_\_\_\_\_  
Date

## DIRECT CARE QUALIFICATION STANDARDS

Please review this list of qualifications. **This listing is to be used to identify employee qualification standards for employment in positions that require contact with adults and children receiving services from Capstone Services, Inc.** This is not a complete listing of all qualification standards but rather a listing of those most critical. If an offer of employment is made to you, these qualification standards will be checked through the State Bureau of Criminal Apprehension, local District Court records, Department of Criminal Apprehension, Department of Human Services, County Social Services Agencies and Local Police Departments. Any of these standards, as well as other employment requirements, may be a disqualification for that employment offer.

1. Willingness to disclose your arrest, conviction and criminal history.
2. Conviction of, or awaiting trial for or admission of any of the following crimes:
  - Possession, use sale, manufacture and/or distribution of illegal drugs and simulated illegal drugs (M.S. sections 152.09, 152.096, 152.097)
  - Murder, manslaughter, aiding a person in a suicide or attempted suicide (M.S. sections 609.185 to 609.215)
  - Assault, harm caused by a dog, mistreatment of persons confined, mistreatment of residents or patients, use of drugs to injure or facilitate crime, robbery kidnapping, false imprisonment, depriving another of custodial or parental rights or abduction (M.S. sections 609.221 to 609.265)
  - Coercion, attempt to coerce, interfering with religious observance, bestiality, leaving the state to evade establishment of paternity, prostitution and related offenses or certain criminal sexual conduct (M.S. sections 609.27 to 609.345)
  - Incest, malicious punishment of a child or neglect of a child (M.S. sections 609.365, 609.377, 609.59)
  - Theft, possession of shoplifting gear, bringing stolen goods into the state, or receiving stolen property embezzlement of public funds (M.S. sections 609.52, 609.521, 609.525, 609.53, 609.54, 609.551, 609.821)
  - Arson, burglary, or possession of burglary tools (M.S. sections 609.561 to 609.563, 609.582, 609.59)
  - Forgery or aggravated forgery (M.S. section 609.625 or 609.63)
  - Adulteration, riot or terroristic threats (M.S. sections 609.6872, 609.71, 609.713)
  - Indecent exposure or use of minors in sexual performance (M.S. sections 617.23, 617.246)
3. Subject of an investigation for or admission to abusing or neglecting an adult or child (M.S. section 260.221 paragraph b).
4. Involuntary termination of your parental rights within the last five years (M.S. section 2610.221 paragraph b).
5. Diagnosis of mental illness or mental condition.
6. Abuse of prescription drugs.
7. Use of controlled substances (M.S. Chapter 152).
8. Abuse of alcohol.

