



Auburn Courts – The Courtyard at Auburn
Auburn Manor – Talheim
501 Oak Street N, Chaska, MN 55318
952-448-9303

Auburn Home in Waconia
594 Cherry Drive, Waconia, MN 55387
952-442-2546

Application for Employment

Name Last First Middle Soc. Sec. #

Address Street City State Zip Code

Home phone # Cell/Other Phone # Email address

Position(s) applied for

Referral Source (Please mark the appropriate category and list the source.)

- Walk-in School
Employee Advertisement
Company's Website Other

If necessary, best time to call you is: AM PM Home Cell/Other Phone

Yes No May we contact you at work?

If yes, work number and best time to call: AM PM

Yes No Have you submitted an application here before?
If yes, give date(s) and position(s):

Yes No Have you ever been employed here before?
If yes, give dates: From To

Yes No Is this application a request for reemployment following an extended military leave of absence from this company?

Yes No Are you legally eligible for employment in this country?

Date available for work:

What is your desired salary range or hourly rate of pay? \$ per

Type of employment desired: Full-Time Part-Time

Type of work schedule interest in: (check all that apply)

- Days (1st shift) Evenings (2nd shift) Nights (3rd shift)
On-call Weekends Short Shift AM PM

Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Yes No Have you ever pleaded "guilty" or "no contest" to or been convicted of a crime?
If yes, please provide date(s) and details:

Employment History

Starting with your most recent employer, provide the following information:

| | | |
|--|-------------|---|
| Employer | Telephone # | Dates employed: Month / Year to Month / Year |
| Street Address | City State | Compensation (Starting) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per |
| Starting job title/final job title | | Commission/Bonus/Other Compensation \$ |
| Immediate supervisor and title (for most recent position held) | | Compensation (Final) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per |
| Why did you leave? | | Commission/Bonus/Other Compensation \$ |
| Summarize the type of work performed and job responsibilities. | | |
| <hr/> | | |
| Employer | Telephone # | Dates employed: Month / Year to Month / Year |
| Street Address | City State | Compensation (Starting) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per |
| Starting job title/final job title | | Commission/Bonus/Other Compensation \$ |
| Immediate supervisor and title (for most recent position held) | | Compensation (Final) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per |
| Why did you leave? | | Commission/Bonus/Other Compensation \$ |
| Summarize the type of work performed and job responsibilities. | | |
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| Employer | Telephone # | Dates employed: Month / Year to Month / Year |
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| Starting job title/final job title | | Commission/Bonus/Other Compensation \$ |
| Immediate supervisor and title (for most recent position held) | | Compensation (Final) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per |
| Why did you leave? | | Commission/Bonus/Other Compensation \$ |
| Summarize the type of work performed and job responsibilities. | | |

Employment History (continued)

Explain any gaps in your employment, other than those due to personal illness, injury or disability. _____

Yes No If not addressed on previous page, have you ever been fired or asked to resign from a job?
If yes, please explain: _____

Skills and Qualifications

Please use the space below for any additional information necessary to describe your full qualifications (*i.e.* specialty areas such as ICU, Geriatrics, special equipment, typing speed, computer software programs).

Yes No Do you speak, read or write in any language other than English?

If yes, please describe: _____

Education and Training

| Name of School and Address | No. of Years | Course/Major | Diploma/Degree |
|----------------------------|--------------|--------------|----------------|
| | | | |
| | | | |
| | | | |
| | | | |

Professionals and Technical Applicants Only

| Professional License Number | Type of License | Place of Issue | Expiration Date |
|-----------------------------|-----------------|----------------|-----------------|
| | | | / / |
| | | | / / |

References

List names and telephone numbers of three business/work references who are *not* related to you and are not previous supervisors. If not applicable, list three school or personal references who are *not* related to you.

| Name | Title | Relationship to you | Telephone | E-mail | # of years known |
|------|-------|---------------------|-----------|--------|------------------|
| | | | () | | |
| | | | () | | |
| | | | () | | |

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, Auburn Homes & Services (AHS), its representatives, employees or agents to contact and obtain information provided by me in this application, resumé or job interview. I hereby waive any and all rights and claims I may have regarding AHS, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this application remains current for only 120 days. At the conclusion of that time, if I have not heard from AHS and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and AHS reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of AHS is authorized to make any assurances to the contrary and that nor implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by AHS' president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

Auburn Homes & Services does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. Auburn Homes & Services likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). Auburn Homes & Services takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from Auburn Homes & Services' service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date: ____/____/____



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**Affirmative Action
Voluntary Information**

Auburn Homes & Services considers all applicants for positions without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

In an effort to comply with requirements regarding government recordkeeping, reporting and other legal obligations which may apply, we invite you to complete this applicant data survey. Providing this information is **STRICTLY VOLUNTARY**. Failure to provide it will not subject you to any adverse personnel decision or action. Your cooperation is appreciated.

Please be advised that this survey is not a part of your official application for employment. It will not be used in any hiring decision. The information will be used and kept confidential and filed separately from your application in accordance with applicable laws and regulations.

Please print

Applicant Information

Position Applied for _____ Date: _____

Name _____ Telephone # _____
Last First Middle

Address _____
Street City State Zip Code

County _____

Male Female

Please check one of the following Equal Employment Opportunity Identification Groups:

- White (not of Hispanic origin) Black (not of Hispanic origin) Hispanic
 American Indian/Alaskan Native Asian/Pacific Islander Multiracial (having parents of different races)

This identification group is recognized only in the state of Michigan.