



concentrated
employment
program, inc.

Application for Employment

Print Name: _____
 Last First MI
 Address: _____
 Street Address City State Zip
 Home Phone: __ (____) _____ Alternate Phone: __ (____) _____
 Email: _____

Position Applied For: _____ Position #: _____

Are you willing to travel if your job duties call for it? Yes _____ No _____
 Are you licensed to drive? Yes _____ No _____
 Are you willing to provide a serviceable vehicle for such travel? Yes _____ No _____
 Will you maintain liability insurance on that vehicle when in use for business travel? Yes _____ No _____
 RMCEP policy prohibits immediate family members from supervising or being supervised by a family member. Would this situation apply for you? Yes _____ No _____
 Are you legally eligible for employment in the United States?
 (If offered employment, you will be required to provide documentation to verify eligibility.) Yes _____ No _____

Are there any restrictions on your employment? Yes _____ No _____
 If yes, explain: _____

Have you ever been employed by RMCEP? Yes _____ No _____
 If yes, please specify: (1) position, (2) office location, (3) dates of employment, (4) reason for termination:

***RMCEP is an Equal Opportunity Employer/Agency.
 Upon request, this information will be made available in an alternate form.***

Education and Training

Have you obtained a high school diploma or GED?

Yes _____ No _____

List any post secondary school(s) (institutions, colleges, or universities, etc.) attended:

List degrees or certificates acquired:

Job Related Military Training

Memberships in professional organizations relevant to your ability to perform this job:

Special qualifications or skills: _____

References

Name	Address and Phone Number	Relationship
1.		
2.		
3.		

Employment Record
(List most recent position first.)

Note: List each promotion as a separate position.

Month and Year	Name and Address of Employer	Position Title
From		
To		Full time? Yes___ No___

Describe your job duties and scope (indicate your responsibilities, size of operations, etc.):

Reason for leaving:_____ Supervisor's name:_____

Month and Year	Name and Address of Employer	Position Title
From		
To		Full time? Yes___ No___

Describe your job duties and scope (indicate your responsibilities, size of operations, etc.):

Reason for leaving:_____ Supervisor's name:_____

Month and Year	Name and Address of Employer	Position Title
From		
To		Full time? Yes___ No___

Describe your job duties and scope (indicate your responsibilities, size of operations, etc.):

Reason for leaving:_____ Supervisor's name:_____

(List additional employment on back if necessary.)

Employment Record (continued)

Note: List each promotion as a separate position.

Month and Year	Name and Address of Employer	Position Title
From		
To		Full time? Yes ___ No ___

Describe your job duties and scope (indicate your responsibilities, size of operations, etc.):

Reason for leaving: _____ Supervisor's name: _____

Month and Year	Name and Address of Employer	Position Title
From		
To		Full time? Yes ___ No ___

Describe your job duties and scope (indicate your responsibilities, size of operations, etc.):

Reason for leaving: _____ Supervisor's name: _____

Month and Year	Name and Address of Employer	Position Title
From		
To		Full time? Yes ___ No ___

Describe your job duties and scope (indicate your responsibilities, size of operations, etc.):

Reason for leaving: _____ Supervisor's name: _____

I hereby certify that my responses are true and complete to the best of my knowledge and authorize RMCEP to verify their accuracy and to obtain reference information. I hereby release RMCEP from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for in the hiring process shall be considered sufficient basis for dismissal.

If selected for an interview, I understand that I am required to disclose criminal history at that time. Certain convictions may preclude consideration for employment. I understand that if the position for which I am being considered involves working with clients, that a background check of former employers will be conducted for prior client abuse.

I understand that any employment offered is for an indefinite duration (unless stated otherwise) and at-will, and that either I or RMCEP may terminate my employment at any time with or without notice or cause.

Signature: _____

Date: _____

Rural Minnesota CEP, Inc.

P. O. Box 1108
Detroit Lakes, MN 56502
Attn. EEO Officer.

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Applicant Flow Survey Form

Last name	First name	Middle initial(s)

Date	Position(s) for which you are applying	Position(s) number(s)

Please read carefully:

As an affirmative action employer, we must monitor our equal employment opportunity and affirmative action program, and report the results to the Minnesota Department of Human Rights. Please help us gather this information by identifying your sex, race or ethnicity, and disability status on this form.

Providing this information is **completely voluntary**. If you choose not to provide some or all of this information, you will not be subject to any negative or adverse treatment.

The information you provide will be used **only** to monitor our compliance with equal opportunity laws and regulations, and *for no other purpose*. * When we receive this form, we will immediately place it in a confidential file separate from your application. If you wish, you may mail this form to us in an envelope separate from the one that contains your application.

Race/Ethnicity

- A - Asian
- AI/AN - American Indian/Alaskan Native
- B - Black or African American
- C - Caucasian
- H - Hispanic or Latino
- M - More Than One Race
- NH/OP - Native Hawaiian or Other Pacific Islander

Gender

- Female
- Male

Disability status

- Yes
- No

* **This form is not used for 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 us in some other manner.

RMCEP, Inc. is an Equal Employment Opportunity/Affirmative Action (EEO/AA) Employer.

Upon request, this document will be made available in an alternate format.