

*It is the mission of the Harry Meyering Center, Inc.
to support and facilitate meaningful lifestyles for the people we serve.*

Harry Meyering Center, Inc.

We make a difference in people's lives.

Employment Application

Applicant Name: _____

Date: _____

Position Desired: _____

Full-time Part-time

Harry Meyering Center, Inc. is an Equal Opportunity / Affirmative Action Employer
Harry Meyering Center, Inc. will not discriminate against or harass any employee or applicant for employment based on race, color, creed, religion, ancestry, national origin, sex, sexual orientation, disability, age, marital status, status with regard to public assistance, or on the basis of any other legally protected status.

If you need assistance completing this application, please ask for the Human Resources representative.

For information regarding employment opportunities contact
Human Resources Director
109 Homestead Road
Mankato, MN 56001

(507) 388-8972 · ballen@harrymeyeringcenter.org

www.harrymeyeringcenter.org

Incomplete applications will not be accepted. Do not attach résumé. Application is active for 30 days from date received.

For office use only:

Date received:	Prescreening date:	
Interviewed: yes no	Date/time:	
Hired: yes no	Date:	
Position:	Location:	Wage:

4/2007

*We value a well-trained, diverse workforce committed to person-centered services
and the contributions they make as team members.*

PERSONAL INFORMATION

Name:		
Current Address:		
City:	State:	Zip:
Telephone:	Cell Phone:	E-mail:

Permanent Address (if different):		
City:	State:	Zip:

Social Security number: _____ - _____ - _____ How did you become aware of an opening? _____

Have you ever worked for HMC? __yes __no If yes, which location and when? _____

Position Desired: _____ Are you looking for: _____ Full-time _____ Part-time
Rate of pay expected: _____ _____ Regular _____ Seasonal

Most positions require working weekends and holidays. Are you willing to do so? _____ Yes _____ No

If you are a student, how many hours are you willing to work? _____ Check days available:
Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Saturday _____ Sunday _____

Do you have the legal right to work in the U.S.? _____ Yes _____ No

VERIFICATION OF EMPLOYMENT ELIGIBILITY IS REQUIRED AT THE TIME OF A CONDITIONAL JOB OFFER.

EDUCATION

High School:		
Address:		
City:	State:	Zip:
Did you graduate? Yes No		

Post-High School:		
Address:		
City:	State:	Zip:
Degree, Certification or Major Area of Study:		

CURRENT/PREVIOUS EMPLOYMENT HMC reserves the right to contact former employers

Employer:	Telephone:	
Address:	Fax:	
City:	State:	Zip:
Dates of employment from:	to:	Hourly Rate/Salary:
Position Held:		
Name, Title and Phone Number of Immediate Supervisor:		
Reason for Leaving:		
Summarize the nature of the work performed and job responsibilities:		

Employer:	Telephone:
Address:	Fax:
City:	State: Zip:
Dates of employment from:	to: Hourly Rate/Salary:
Position Held:	
Immediate Supervisor and Title:	
Reason for Leaving:	
Summarize the nature of the work performed and job responsibilities:	

Employer:	Telephone:
Address:	Fax:
City:	State: Zip:
Dates of employment from:	to: Hourly Rate/Salary:
Position Held:	
Immediate Supervisor and Title:	
Reason for Leaving:	
Summarize the nature of the work performed and job responsibilities:	

Of your former jobs, are there any you feel have given you experience or training that would be beneficial to the position you are seeking at Harry Meyering Center?

Are you currently certified in: _____ First Aid _____ CPR
 _____ Lifesaving _____ Medication Administration

REFERENCES Please list one additional work related reference and one personal reference.

Name:	Phone:
Address:	Years Known:
City:	State: Zip:
Occupation:	Personal Reference _____ Work-Related Reference _____

Name:	Phone:
Address:	Years Known:
City:	State: Zip:
Occupation:	Personal Reference _____ Work-Related Reference _____

READ THE FOLLOWING SECTION THOROUGHLY AND ANSWER THE QUESTIONS.

1. As part of directly supporting persons served by Harry Meyering Center, you may be required to physically intervene in an incident where a person may become aggressive. This may mean assisting to carry someone out of an area, holding someone, blocking a hit, dodging a kick or holding a person's arms at his/her side. You may be assigned to a home where lifting persons is required. You would be part of a two-person lift and expected to lift up to 60 pounds.
2. Most positions require an employee to drive. DO YOU HAVE A CURRENT DRIVERS LICENSE?
_____ YES _____ NO
3. HAVE YOU EVER BEEN CONVICTED OF A CRIME (GROSS MISDEMEANOR OR FELONY) OR HAVE YOU EVER PLEADED NO CONTEST IN CONNECTION WITH ANY CHARGES RELATED TO A GROSS MISDEMEANOR OR FELONY? _____ YES _____ NO

YOUR CONVICTION OR PLEADING OF NO CONTEST IS NOT AN ABSOLUTE BAR TO EMPLOYMENT. MN Law mandates that employees cannot have been convicted of or found to be in violation of numerous statutes. If the Harry Meyering Center makes a conditional offer of employment to you, the Minnesota Department of Human Services will do a criminal background check on you. This conditional offer of employment may be withdrawn or, if you have commenced work, your employment may be terminated if the Harry Meyering Center, Inc. is dissatisfied, in any way, with the results of information obtained through the background check.

4. Harry Meyering Center is committed to maintaining a work environment that is free from the influence of illegal drugs and alcohol to protect the health, safety and well-being of our employees and the people we serve. If Harry Meyering Center makes a conditional offer of employment to you, you will be required to undergo a drug test. If the initial and confirmatory drug tests are positive and there is no satisfactory explanation of the positive results, the offer of employment will be revoked.
5. (a) I hereby authorize the investigation of all statements contained in this application. I agree that if I make any misrepresentations regarding the information in this application, or if I fail to disclose information requested, or if any investigation of my application is unsatisfactory for any reason, any offer of employment made to me by Harry Meyering Center, Inc. may be terminated immediately regardless of whenever the misrepresentations or omission is discovered. In this connection, if my employment is terminated, Harry Meyering Center, Inc. will have no obligation to me except to pay me, at the rate agreed upon, for work that I have actually performed up to the date of my termination. This application and any other documents presented to me in the course of applying for a position with Harry Meyering Center, Inc., are not contracts or promises of employment. I also understand that if I am hired, I will be an employee at will, which means that I have the right to terminate my employment at any time for any reason or no reason and that Harry Meyering Center, Inc. has the same right regarding discontinuation of my employment. I understand that any oral or written statements to the contrary are not binding on Harry Meyering Center, Inc., and that I may not rely upon them. (b) I authorize Harry Meyering Center, Inc. to investigate all statements on this application including work references. I authorize my previous employers, education-related references or other references to provide Harry Meyering Center, Inc. with all documents and information that it requests in conjunction with my application for employment. (c) As noted above, I acknowledge that any offer of employment is contingent upon successful completion of a criminal background check and drug test. Further, I agree to any and all pre-placement health assessments including a physical examination as may be deemed necessary by Harry Meyering Center, Inc. and, further, understand that my employment is conditional upon my successful completion of the pre-employment health assessment and/or physical assessment. (d) Finally, I understand that Harry Meyering Center, Inc. reserves the right to interpret any and all of its policies, procedures, and handbooks and that its interpretation shall be final and binding on me.

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE STATEMENTS SET FORTH ABOVE.

Applicant Signature

Date