



Application for Employment

111 N. Main St Austin, MN • (507)434-2863

www.austinwelcomecenter.org

Date: _____

All applications must include a cover letter. Please return the completed application to Welcome Center staff.

Applicant Information

Full Name: _____
First Middle Last

Address: _____ City/State: _____

Phone #: _____ Email: _____

Date Available: _____ Social Security Number: _____

Position Applied For: _____

Have you ever worked for the Welcome Center? Yes No If yes, when? _____

How did you hear about the Welcome Center? _____

Education

① High School: _____

Address: _____ City/State: _____

Did you graduate? Yes No Degree Earned: _____

② College: _____

Address: _____ City/State: _____

Did you graduate? Yes No Degree Earned: _____

③ Other: _____

Address: _____ City/State: _____

Did you graduate? Yes No Degree Earned: _____

Previous Employment

Please start with your most recent employment.

① **Company Name:** _____

Address: _____ **Telephone:** _____

Position: _____ **Supervisor:** _____

Starting Salary: \$ _____ **Ending Salary:** \$ _____ **May we contact?** _____ Yes _____ No

Start Date: _____ **End Date:** _____

Reason for leaving: _____

② **Company Name:** _____

Address: _____ **Telephone:** _____

Position: _____ **Supervisor:** _____

Starting Salary: \$ _____ **Ending Salary:** \$ _____ **May we contact?** _____ Yes _____ No

Start Date: _____ **End Date:** _____

Reason for leaving: _____

③ **Company Name:** _____

Address: _____ **Telephone:** _____

Position: _____ **Supervisor:** _____

Starting Salary: \$ _____ **Ending Salary:** \$ _____ **May we contact?** _____ Yes _____ No

Start Date: _____ **End Date:** _____

Reason for leaving: _____

References

Please list **three** professional references.

① **Name:** _____ **Address:** _____

Phone: _____ **Relationship:** _____

② **Name:** _____ **Address:** _____

Phone: _____ **Relationship:** _____

③ **Name:** _____ **Address:** _____

Phone: _____ **Relationship:** _____

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, please explain: _____

Miscellaneous

State any additional information you feel would be useful in evaluating your qualifications for the position sought

Disclaimer and Signature

I certify that answers given herein are true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in withdrawal of an offer of employment or if subsequent to employment, may result in dismissal.

I understand this employment application is not to be construed as a guarantee of employment. I further understand that, should I become employed, my employment with the organization does not constitute any form of contract, implied or expressed, and such employment may be terminated at will either by myself or my employer upon notice of one party to the other.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. You may use this authority to check references with former employers I have listed, unless otherwise indicated, as well as the personal references listed.

Applicant Signature: _____ **Date:** _____

The Welcome Center is an Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, sex, religion, national origin, age, marital or veteran status, sexual orientation, disability or any other legally protected status. This application will be given every consideration, but its receipt does not imply that the applicant will be employed.

Each question should be answered in a complete and accurate manner. However, you may choose not to provide certain information that may identify a disability or other legally protected status.