

# Application for Employment

8/8/2017

**Cornerstone**  
**1000 East 80th Street**  
**Bloomington, MN 55420**

Cornerstone is an Affirmative Action and Equal Opportunity Employer

**Instructions: Complete all sections (in addition to your resume).**

Additional information may be requested. Be sure to sign and date application.

**PLEASE PRINT. PLEASE USE INK.**

For Office Use Only	
Hire Date	_____
Position	_____
Rate	_____

Position applied for: \_\_\_\_\_ Date: \_\_\_\_\_  
Salary Required: \_\_\_\_\_

## Personal Information

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Email: \_\_\_\_\_  
Referred By: \_\_\_\_\_

## Employment Desired :

Position applied for: \_\_\_\_\_ Date Available: \_\_\_\_\_  
Have you ever been employed at Cornerstone? \_\_\_ Yes \_\_\_ No  
Are you of legal age to work? \_\_\_ Yes \_\_\_ No  
Relatives employed at Cornerstone? \_\_\_ Yes \_\_\_ No  
Legally authorized to work in US? \_\_\_ Yes \_\_\_ No  
How did you hear about this position: \_\_\_\_\_

## Educational Background

**HIGH SCHOOL:** \_\_\_\_\_ City/State: \_\_\_\_\_  
Did You Graduate? \_\_\_ Yes \_\_\_ No

**COLLEGE:** \_\_\_\_\_ City/State: \_\_\_\_\_  
Course of study: \_\_\_\_\_ Years Completed: \_\_\_\_\_  
Dates Attended: \_\_\_\_\_ thru \_\_\_\_\_ Did You Graduate? \_\_\_ Yes \_\_\_ No  
Diploma/Degree: \_\_\_\_\_ Date Granted: \_\_\_\_\_

**GRADUATE :** \_\_\_\_\_ City/State: \_\_\_\_\_  
Course of study: \_\_\_\_\_ Years Completed: \_\_\_\_\_  
Dates Attended: \_\_\_\_\_ thru \_\_\_\_\_ Did You Graduate? \_\_\_ Yes \_\_\_ No  
Diploma/Degree: \_\_\_\_\_ Date Granted: \_\_\_\_\_

**VOCATIONAL:** \_\_\_\_\_ City/State: \_\_\_\_\_  
Course of study: \_\_\_\_\_ Years Completed: \_\_\_\_\_  
Dates Attended: \_\_\_\_\_ thru \_\_\_\_\_ Did You Graduate? \_\_\_ Yes \_\_\_ No  
Diploma/Degree: \_\_\_\_\_ Date Granted: \_\_\_\_\_

**SPECIAL SKILLS, FOREIGN LANGUAGES, ETC:** \_\_\_\_\_

## **MILITARY RECORD:**

Have you served in the military? \_\_\_ Yes \_\_\_ No Branch of Service: \_\_\_\_\_ Page 1  
Discharge Date: \_\_\_\_\_

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## Previous Employers and Addresses

Place an X by the employer(s) that you DO NOT want us to contact.  
List the most recent employer first.

<input type="checkbox"/>	<b>Company Name</b> _____	Phone: _____
	Address: _____	City/State: _____
	Contact Person: _____	Title _____
	Position Held: _____	Dates: _____ thru _____
	Reason Left: _____	Salary: _____

<input type="checkbox"/>	<b>Company Name</b> _____	Phone: _____
	Address: _____	City/State: _____
	Contact Person: _____	Title _____
	Position Held: _____	Dates: _____ thru _____
	Reason Left: _____	Salary: _____

<input type="checkbox"/>	<b>Company Name</b> _____	Phone: _____
	Address: _____	City/State: _____
	Contact Person: _____	Title _____
	Position Held: _____	Dates: _____ thru _____
	Reason Left: _____	Salary: _____

<input type="checkbox"/>	<b>Company Name</b> _____	Phone: _____
	Address: _____	City/State: _____
	Contact Person: _____	Title _____
	Position Held: _____	Dates: _____ thru _____
	Reason Left: _____	Salary: _____

## REFERENCES

Please list 3 references that have known you **professionally**. Preferably previous supervisors.

<u>Name</u>	<u>Business &amp; Relationship</u>	<u>Phone</u>
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____

I certify that the statements and information contained in this application are true and accurate to the best of my knowledge. I am aware that presenting false and incorrect information is adequate cause for my application to be denied. I understand that background checks will be required.

Applicant's signature \_\_\_\_\_ Date: \_\_\_\_\_



**CORNERSTONE**  
REBUILDING LIVES. RESTORING HOPE

**ANSWERING THESE QUESTIONS IS VOLUNTARY AND WILL BE USED FOR STATISTICAL PURPOSES ONLY**

PLEASE DO NOT INCLUDE YOUR NAME ON THIS PART OF THE APPLICATION

**To which gender identity do you most identify?**

- Gender Variant/Non-Conforming
- Transgender Female
- Transgender Male
- Female
- Male
- Not Listed (Indicate if Desired: \_\_\_\_\_)

**Which of the Following Categories Describes You?**

Check All That Apply

- American Indian or Alaskan Native  
For Example: For example, Navajo Nation, Blackfeet Tribe, Mayan, Aztec, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, etc.
- Black or African American  
For Example: African American, Jamaican, Haitian, Nigerian, Ethiopian, Somalian, etc.
- Hispanic, Latino, or Spanish Origin  
For Example: Mexican or Mexican American, Puerto Rican, Cuban, Salvadoran, Dominican, Colombian, etc.
- Asian  
For Example: Chinese, Filipino, Asian Indian, Vietnamese, Korean, Japanese, etc.
- Middle Eastern or North African  
For Example: Lebanese, Iranian, Egyptian, Syrian, Moroccan, Algerian, etc.
- Native Hawaiian or Other Pacific Islander  
For Example: Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, Marshallese, etc.
- White  
For Example: German, Irish, English, Italian, Polish, French, etc.
- Some Other Race, Ethnicity, or Origin