



**Auburn Manor, Courts, Talheim** - Chaska  
501 Oak Street N, Chaska, MN 55318  
952-448-9303

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

**Auburn Meadows** - Waconia  
591 Cherry Drive, Waconia, MN 55387  
952-448-9303

## Application for Employment

Name \_\_\_\_\_  
Last First Middle

Email \_\_\_\_\_ If under 18, list age \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Home phone # \_\_\_\_\_ Cell/Other Phone # \_\_\_\_\_

Position(s) applied for \_\_\_\_\_

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

Walk-in \_\_\_\_\_  School \_\_\_\_\_

Employee \_\_\_\_\_  Advertisement \_\_\_\_\_

Website \_\_\_\_\_  Other \_\_\_\_\_

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

May we contact you at work?  Yes  No  AM  
If yes, work number and best time to call: \_\_\_\_\_  PM

Have you submitted an application here before?  Yes  No

If yes, give date(s) and position(s): \_\_\_\_\_

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

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?  Yes  No

Date available for work: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Type of employment desired:  Full-Time  Part-Time  On-Call/Casual

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

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

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

Employer			Employed from:      Month/Year      Month/Year /      to      /	
Street Address	City	State	Zip	Telephone #
Immediate supervisor and title for most recent position held			Reason for leaving	
Final Position Held	Summary of work performed and job responsibilities			
Other Positions Held	Summary of other work performed and job responsibilities			

Employer			Employed from:      Month/Year      Month/Year /      to      /	
Street Address	City	State	Zip	Telephone #
Immediate supervisor and title for most recent position held			Reason for leaving	
Final Position Held	Summary of work performed and job responsibilities			
Other Positions Held	Summary of other work performed and job responsibilities			

Employer			Employed from:      Month/Year      Month/Year /      to      /	
Street Address	City	State	Zip	Telephone #
Immediate supervisor and title for most recent position held			Reason for leaving	
Final Position Held	Summary of work performed and job responsibilities			
Other Positions Held	Summary of other work performed and job responsibilities			

**Employment History Additional Information**

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

Have you ever been fired or asked to resign from a job?  Yes  No  
 If yes, please explain:

### Skills and Qualifications

Describe your full qualifications (i.e. specialty areas such as ICU, geriatrics, special equipment, typing speed, computer software systems):

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

If yes, please list languages and skill level in each:

### Education and Training

Name of School	City/State/Country	Major/Course	Diploma/Degree	Degree Not Earned?

### Professional and Technical Applicants Only

Type of License	Issued by	Professional License #	Expiration Date

### References

List names and telephone numbers of three business/professional references who are *not* related to you.

If not applicable, list three academic or personal references who are *not* related to you or a close friend.

Name	Title	Relationship to you
Telephone #	Email	# of years known

Name	Title	Relationship to you
Telephone #	Email	# of years known

Name	Title	Relationship to you
Telephone #	Email	# 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 and Services (AHS), its representatives, employees or agents to contact and obtain information provided by me in this application, résumé 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 MCM 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 and Services will 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 and 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 and Services will take 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 and 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.

Applicant Name

Applicant Signature

Date Signed