

MOUNT OLIVET ROLLING ACRES (MORA)
7200 Rolling Acres Road, P.O. Box 220
Victoria, MN 55386-0220
Toll Free: 1-866-769-2081
Phone: 952-474-5974
Fax: 952-401-4849

An Equal Opportunity Employer

Office Use only
Interview date: _____
Interview Location: _____
Date Application Rec. _____
Affirmative Action Rec. _____

APPLICATION FOR EMPLOYMENT

All applicants will be given equal consideration regardless of race, age, sex, sexual orientation, religion, ethnic background, or all other forms of discrimination. Any answers to questions on this form will not be used to discriminate against any applicant.

Name: _____ Date: _____

Mailing address: _____

City, State, Zip: _____ Phone: _____

Email address _____

Please indicate the name of the person who filled out the application: _____

Prior addresses and name changes in the past five years: _____

Position applied for: _____ Full-time (35-40 hrs/wk) _____ Part-time (20-34 hrs/wk) _____ Casual (less than 20 hrs/wk) _____

Shifts available for work: Sun Mon Tue Wed Thur Fri Sat (Please circle all that apply)

Do you prefer: Group home setting _____ One to one in family homes _____

How did you learn of this job opening? _____

Are you legally eligible for employment in the U.S.A.? Yes No Social Security # _____

EDUCATION

Name of school	Location	Did you graduate?	Attainment (significant details such as degree, major or field of concentration, scholastic honors, extra curricular activities)
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT HISTORY

Please list all positions you have held in the last five years, beginning with the most recent. Include self-employment, part-time jobs, and period of U.S. Military Service.

1. Name of Employer _____ Address _____

Phone Number _____ Length of employment in years and months _____

Position Title and brief description of duties: _____

Immediate Supervisor: _____

Reason for Leaving: _____

Salary: Start: _____ Ending: _____

2. Name of Employer _____ Address _____

Phone Number _____ Length of employment in years and months _____

Position Title and brief description of duties: _____

Immediate Supervisor: _____

Reason for Leaving: _____

Salary: Start: _____ Ending: _____

3. Name of Employer _____ Address _____

Phone Number _____ Length of employment in years and months _____

Position Title and brief description of duties: _____

Immediate Supervisor: _____

Reason for Leaving: _____

Salary: Start: _____ Ending: _____

Computer Use assessment. (In the event a job offer is made, we may ask you to demonstrate your computer skills.) Please indicate your computer skills, by checking all that apply:

- Send and receive email
- Save and print a document
- Use a mouse
- Find the help function on a menu
- Navigate the internet
- Find a toolbar
- Open a Word/Excel

Do you have a valid Driver's License? ____ yes ____ no

What state was your license issued in? _____

Have you been convicted of any felony or misdemeanor (other than traffic violations)? ____ yes ____ no

Signature: _____ Date: _____

If there have been convictions, please give date(s) and details of each conviction: **

** Note: MORA will consider the nature and date of the offense as well as the relationship between the offense and the position for which you are applying before making an employment decision. Any disqualification by the Commissioner of Department of Human Services is grounds for immediate dismissal.

Types of work that interest you: _____

Personal accomplishments and activities: _____

Outside interests/hobbies: _____

REFERENCES

Indicate references relationship to you, such as superior, co-worker, personal, etc.

Name	Relationship/Position	Address/Telephone Number
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Write a brief paragraph of what you hope to accomplish professionally and personally if you are employed by MORA:

I understand that Mount Olivet Rolling Acres may require me to lift up to 50 pounds unassisted, carry up to 35 pounds unassisted and perform various tasks requiring normal range of motion.

Signature: _____ Date: _____

May we contact your present employer? yes no

I certify that the above information is true and complete to the best of my knowledge and I authorize MORA to make a review of my character and abilities. I understand that misrepresentation or omission of facts called for may be cause for dismissal. I also understand that in carrying out this review, reports may be solicited from previous employers, schools, personal, law enforcement, county agency protective services and other references.

I authorize Mount Olivet Rolling Acres to receive the Department of Human Services' applicant background study and file on me. I authorize all persons and entities to respond to inquiries concerning me, to supply verification of the information provided in this application, to provide an evaluation of my prior work performance, and to comment on my background and character; and, I release them from all liability and responsibility arising from their doing so.

Applicant's Signature: _____ Date: _____

APPLICATIONS WILL BE KEPT ON FILE FOR ONE YEAR

Mount Olivet Rolling Acres

An Equal Opportunity, Affirmative Action Employer

Applicant Survey Form

Last Name

First Name

Date application was completed

Position for which you are applying for

Please read carefully:

As an affirmative action employer, we must monitor our equal employment opportunity and affirmative action program, and report the results to government agencies. 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 this information, you will not be subject to any negative or adverse treatment.

Race/ Ethnicity – Select one or more

- American Indian or Alaska Native: a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation of community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
- Black or African American: A person having origins in any of the black racial groups of Africa.
- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the middle East, or North Africa.

Disability - Are you a person with a disability?

- Yes No

Sex - Select one

- Female Male

This form is not used for employment decisions. If you have a disability and need an accommodation as that you can perform the duties of the job for which you are applying please notify us in some other manner.