

Application for Employment Prairie Ridge Addiction Treatment Services

320 North Eisenhower Avenue, PO Box 1338
Mason City, IA 50402
641-424-2391
641-424-0783 (FAX)

APPLICANT INFORMATION

Print Clearly, illegible applications will not be processed.

Name:

Date of Birth:

SSN:

Phone:

Current Address:

City:

State:

ZIP:

Position Applying For:

Desired Wage:

\$ Per Hour Salary

Email:

TYPE OF EMPLOYMENT APPLYING FOR:

Seasonal Temporary Full-Time Part-Time

Do you have a legal right to work in the United States? Yes No

Do you have a valid driver's license? Yes No

Have you ever been convicted of a misdemeanor or felony? (For purposes of this question, "convicted" includes found guilty, plead guilty, plead no contest, or been given a deferred sentence or judgment.) Yes No

If Yes, please explain:

Note: A conviction will not automatically disqualify an applicant for a particular job. The type and seriousness of the crime, the frequency of violations, the date of conviction, and the applicant's entire work and education history will be considered.

EDUCATION/TRAINING/SKILLS

Do you have a High School Diploma Yes No. If No, do you have a GED Yes No

EDUCATION	NAME & ADDRESS OF SCHOOL	YEAR GRADUATED	DIPLOMA /DEGREE/ CERTIFICATE AWARDED
HIGH SCHOOL			
COLLEGE/TRADE SCHOOL			
COLLEGE/TRADE SCHOOL			
COLLEGE /TRADE SCHOOL			
OTHER TRAINING			

List any special training, seminars, etc. which you have attended which relate to the position for which you are applying.

List any certifications and/or licenses you possess which are required for the position you are applying. Include any other related certifications and/or licenses you feel are relevant.

Employment Information

List current and past employers. Account for any time period that you were unemployed by stating the nature of your activities. Use a separate sheet of paper if necessary. You may submit a resume to supplement the information you provide below. However, you must fill out this section completely. WRITING "SEE RESUME" IS NOT ACCEPTABLE.

Most Recent Employer:

Employer Address:		From	To
		Month/Year	Month/Year
City:	State:	ZIP:	
Phone:	E-mail:	Fax:	
Position:	Hourly Salary (Please circle)	Reason for Leaving:	
Description of Duties:			

Previous Employer:

Employer Address:		From	To
		Month/Year	Month/Year
City:	State:	ZIP:	
Phone:	E-mail:	Fax:	
Position:	Hourly Salary (Please circle)	Reason for Leaving:	
Description of Duties:			

Previous Employer:

Employer Address:		From	To
		Month/Year	Month/Year
City:	State:	ZIP:	
Phone:	E-mail:	Fax:	
Position:	Hourly Salary (Please circle)	Reason for Leaving:	
Description of Duties:			

List any equipment and / or machinery, related to the position you are applying, which you are able to operate (office equipment, maintenance equipment, etc.)

REFERENCES

List name and telephone numbers of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are *not* related to you.

Name:

Address:

City:

State:

ZIP:

Phone:

Relationship:

Name:

Address:

City:

State:

ZIP:

Phone:

Relationship:

Name:

Address:

City:

State:

ZIP:

Phone:

Relationship:

STATEMENT OF UNDERSTANDING

Completing this application does not constitute an offer of employment and that my application may be rejected for any reason. Giving false or misleading information on this form or in an interview is grounds for denial or immediate termination of employment.

The use of illegal drugs is prohibited during employment and that I may be required to undergo and successfully pass a screening for alcohol and / or drugs that is included in a post-offer pre-employment screening. I also understand that, if extended an offer of employment, I may be required to submit to an alcohol or drug screening according to state law.

If I sustain any injury or illness while in the employment of Prairie Ridge, I agree that Prairie Ridge shall be entitled to receive full and complete reports and records governing any medical or related examinations, and I authorize any and all such doctors, medical examiners, and hospitals to give Prairie Ridge full and complete reports and records covering such examinations, conditions, care and treatment related to or resulting from the alleged illness or injury.

This employment application and any other employee-related documents are not contracts of employment; and that this organization follows an "employment at will" policy that an individual who is hired may voluntarily leave employment upon proper notice, and may be terminated by the employer at any time and for any reason, except as may be required by law. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

I agree to be responsible for property and equipment issued to me by Prairie Ridge until returned. I agree to pay for the property and equipment not returned and authorize Prairie Ridge to withhold an amount equal to value of property not returned by me from my final pay.

Signature of Applicant

Date

AUTHORIZATION TO RELEASE INFORMATION/BACKGROUND WAIVER

I hereby authorize Prairie Ridge and its employees/agents to make a complete investigation into my background, to determine suitability for employment as an agency employee, including, but not limited to, my past employment history, criminal record, reports of adult abuse/child abuse, motor vehicle driving records, and workers' compensation history.

In addition, my signature hereon will release other agencies, employers, and schools, their employees/agents from liability for supplying background information to Prairie Ridge. I realize that if I do not allow this information, this refusal shall be grounds for denying employment.

Applicant Name: (print) _____

Signature of Applicant: _____ Date: _____

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION DATA

Prairie Ridge is an EEO/AA Employer. We will consider all applicants for positions without regard to race, creed, religion, color, sex, age, national origin, or disability. We comply with all applicable laws governing employment practices and do not discriminate based on any unlawful criteria.