**The Clubhouse Childcare Center LLC**

**APPLICATION FOR EMPLOYMENT**

**205 4th St, PO Box 99, McIntosh, MN 56556**

**Phone: 218-280-3484**

**The Clubhouse is an *Equal Opportunity Employer***

The Clubhouse does not discriminate on the basis of race, color, national origin, gender, age or disability in admission, access to, or treatment or employment in its programs and activities.

Address: Home Phone:

Street City State Zip

Email Address: Alternate Phone:

1. **PERSONAL DATA**

Name: Birthday Date:

Last First Middle

Under what name previous employment / educational records may be found?

Are you either a U.S. Citizen or legally eligible to hold employment in the United States?

Do you have any special needs which may necessitate accommodations in the application/interview process?

If yes, please describe the type of accommodation requested?

1. **POSITION DESIRED**

Title of position you are applying for: Expected Rate of Pay: $

Date available to begin employment:

Hours per day requested: Hours per week requested:

PERSONAL STATEMENT: Please indicate why you are interested in the position and what you hope to accomplish if selected:

1. **REFERENCES**

These should be people in a position to discuss your qualifications for the position you seek. Include especially managers, directors, or heads of departments under whom you have worked. Indicate any who are related to you. The clubhouse reserves the right to contact all previous employers, educational institutions or institutions where you have volunteered in addition to references listed below.

Name of Reference: Phone Number:

Address: Title:

Name of Reference: Phone Number:

Address: Title:

Name of Reference: Phone Number:

Address: Title:

1. **EDUCATION**

Include high school and/or institution issuing GED and any additional education/courses taken. Do not list dates of attendance for high school. List most recent first.

**Name of School:** Dates Attended:

Address of School: Major/Minor:

Degree/Diploma received:

**Name of School:** Dates Attended:

Address of School: Major/Minor:

Degree/Diploma received:

**Name of School:** Dates Attended:

Address of School: Major/Minor:

Degree/Diploma received:

List/describe any licensure / certificate / training and/or experience relevant to the position for which you are applying:

1. **WORK/VOLUNTEER EXPERIENCE**

List work and volunteer experience most recent first. (If necessary, add additional paper)

Employer Name: Phone:

Employer Address: Dates of Employment:

Reason for Leaving: Job Title:

Employer Name: Phone:

Employer Address: Dates of Employment:

Reason for Leaving: Job Title:

Employer Name: Phone:

Employer Address: Dates of Employment:

Reason for Leaving: Job Title:

1. **UNEXCUSED ABSENCES FROM WORK**

How many days were you inexcusably absent from work during the preceding three (3) years other than absences due to illness or injury or you or your immediate family?

**Prior Employment:**

Have you ever been discharged, forced to resign from employment or resign as part of a settlement agreement with an employer other than one involving a human rights charge or claim in which you were the claimant/plaintiff?

If yes, identify the employer and describe the circumstances:

1. **CRIMINAL BACKGROUND INFORMATION**

Have you ever been convicted [or charged] with a misdemeanor or felony? Yes No

If yes, please explain the nature of the charge and the circumstances:

Give the date, city, state and county where convicted:

The clubhouse shall conduct a criminal background check on individuals upon making a contingent job offer. No offer of employment shall become final until receipt of the results of the criminal background check from the BCA, the content of which is acceptable to the clubhouse.

Legal Name:

Previous Name (if applicable):

1. **EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of the clubhouse to provide equal employment opportunity for all, without discrimination on the basis of race, color, creed, religion, national origin, gender, marital status, status with regard to public assistance, disability, sexual orientation or age.

1. **DATA PRIVACY NOTICE**

The information requested on this application is intended to be used by the clubhouse in determining suitability for employment for the position which you are currently seeking or may seek in the future. You are not legally required to provide any of the information on this form at this time. However, failure to provide complete, accurate information may result in the clubhouse being unable or unwilling to offer employment to you. With respect to any special accommodations necessary for completing your application or the interview process, the clubhouse may be unable to provide the necessary accommodations if you do not provide the information in Section I. The information on this application which is classified as private data under the Minnesota Government Data Practices Act will not be released outside the clubhouse without your consent except as necessary for tax purposes or as otherwise required by state or federal law.

1. **CERTIFICATION, ACKNOWLEDGEMENT AND RELEASE**

**I certify** that the answers I have given on this application are true and correct to the best of my knowledge. I understand that any false or misleading information provided, or any omission or concealment of facts, will disqualify me from consideration for employment, and constitutes grounds for my immediate dismissal should I be employed by the clubhouse.

In connection with this application **I hereby authorize** any and all current and former employers, organizations where I have volunteered ("volunteer organizations") and references named in this application, or any agent of such a former employer or volunteer organizations, to release to the clubhouse and its agents any and all information regarding my job performance and fitness/ qualifications to perform the position I am presently seeking and any other employment or related information, both public and private, in their possession. I understand that the clubhouse will use this information to determine my fitness/qualifications for the position I am seeking. This authorization expires one year from the date of my signature, below.

**I hereby release** the clubhouse and all former employers, volunteer organizations and references listed herein and any and all agents acting on behalf of the clubhouse, former employers, volunteer organizations or references, for any and all liability of whatever nature by reason of requesting or providing such information.

Signature: Date:

(Do not print)