

Heartland House Inc.
668 W Cummings Road
Wautoma, WI 54982
Where Care and Friendship Come Together!

Office: Phone: 920-787-5817 Fax: 920-787-5835
RCAC: Phone: 920-787-2467 Fax: 920-787-5827
CBRF: Phone: 920-787-1509 Fax: 920-787-4151

Application for Employment

Today's Date: _____ Position Desired: _____ Shift Desired: _____

Date Available: _____ Desired Hours / Week: _____ How many years have you lived in Wisconsin? _____

List any state(s) other than Wisconsin in which you have lived: State _____ Yrs _____ / State _____ Yrs _____

Name: _____ Phone Number: _____

Address: _____

Social Security #: _____ Highest grade completed: _____ Are you at least 18 yrs old? _____

Describe all previous work and non-work experiences that relate to the job you are applying for: _____

List all educational experiences / certificates related to the job you are applying for: _____

Are you currently employed? _____ If yes, why are you leaving current employer? _____

Have you ever been convicted of a felony or misdemeanor or are there any charges currently pending against you? _____

If yes, for what, when and where? _____

Accurately list employment experience starting with your most recent job:

Company: _____ Address: _____

Phone Number: _____ Employment Dates: _____ Supervisor: _____

Reason for Leaving: _____ Final Wage Rate: _____

Work Duties: _____

Company: _____ Address: _____

Phone Number: _____ Employment Dates: _____ Supervisor: _____

Reason for Leaving: _____ Final Wage Rate: _____

Work Duties: _____

References:

Name: _____ Relationship: _____

Address: _____ Phone Number: _____

Name: _____ Relationship: _____

Address: _____ Phone Number: _____

Name: _____ Relationship: _____

Address: _____ Phone Number: _____

General Questions:

What are your life/career goals? _____

What motivates you to put forth your greatest effort? _____

What do you expect to be doing in one year? _____

What do you expect from your supervisor? _____

If you have had difficulty with a supervisor, how was it resolved? _____

What irritates you in the workplace? _____

What are your salary expectations for the job you have applied for? _____

Do you know anyone who has worked or is working at this facility? _____ If yes, who? _____

Please supply any additional information you feel would assist us in deciding to hire you: _____

This corporation does not discriminate in hiring or any other decision on the basis of sex, color, ancestry, disability, marital status, race, religion, age, use of lawful products, arrest or conviction record, honesty testing, national origin, pregnancy or childbirth, sexual orientation, genetic testing, military service membership unrelated to ability to perform the work required. No information on this application is intended to secure information to be used for such discrimination.

I consent to take physical examination, and such future physical examinations as may be required by this corporation at such times and places as the corporation shall designate. I understand that an offer of employment may be contingent on passing the physical examination which relates to the essential duties I would be required to perform. I understand that my employment is at will, and that either party is free to terminate the employment relationship at any time without cause. I also understand that my employment may be terminated for any misstatement or omission of fact appearing on this application form. If employed, I will be required to complete an Employment Verification Form (I-9), and within three days show satisfactory evidence of identity and eligibility for employment. I understand that emergency conditions may require me to temporarily work shifts other than the one for which I am applying and agree to such scheduling change as directed by the administration of this corporation.

Applicant's Signature: _____ Date: _____

Heartland House Inc.

This corporation does not discriminate in hiring or any other decision on the basis of sex, color, ancestry, disability, marital status, race, religion, age, use of lawful products, arrest or conviction record, honesty testing, national origin, pregnancy or childbirth, sexual orientation, genetic testing, military service membership unrelated to ability to perform the work required. No information on this application is intended to secure information to be used for such discrimination.

I voluntarily give Heartland House Incorporated the right to make a thorough investigation of my past employment, character, and activities whether same is of record or not. I agree to cooperate in such investigation and release from all liability or responsibility all persons, companies or corporations supplying such information.

Applicant's Signature: _____ Date: _____