

CAP AGENCY

Serving Scott, Carver and Dakota Counties
 712 Canterbury Road S.
 Shakopee, MN 55379
 (952) 496-2125

An Equal Opportunity/Affirmative Action Employer

EMPLOYMENT APPLICATION

This application is active for 30 days only.

Title of position for which you are applying: _____ Date of Application: _____

Name: _____

Email address: _____

Phone: _____ / _____ / _____

Address: _____
Home
Cell
Work

City: _____ State: _____ Zip: _____

Do you have any relatives or friends working for this Agency? Yes: _____ No: _____

If yes, provide:

Name: _____ Relationship: _____ Dept.: _____

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? Yes: _____ No: _____

Have you ever served on active duty in the US military service for 181 consecutive days? Yes: _____ No: _____

If yes, list duties in the service, including special training:

Did you graduate from high school or receive a GED? Yes: _____ No: _____

POST HIGH SCHOOL EDUCATION:

Name & Location:	Qtr./Sem. Hrs. Received	Cert./ Degree	Date Rcvd	Major/Minor Subject

REFERENCES:

Name:	Address:	Phone:	Occupation:

If desired, please attach your resume in addition to completing this page.

START WITH YOUR LAST EMPLOYER FIRST

Employing Firm: _____ Your title: _____

Address: _____ Supervisor: _____

City: _____ State: _____ Zip: _____ Phone Number: _____

From: _____ To: _____

Mo: _____ Yr.: _____ Mo: _____ Yr.: _____ Salary: _____ Hrs./Wk.: _____

May we contact this employer? _____ Reason for Leaving: _____

Specific Duties: _____

Employing Firm: _____ Your title: _____

Address: _____ Supervisor: _____

City: _____ State: _____ Zip: _____ Phone Number: _____

From: _____ To: _____

Mo: _____ Yr.: _____ Mo: _____ Yr.: _____ Salary: _____ Hrs./Wk.: _____

May we contact this employer? _____ Reason for Leaving: _____

Specific Duties: _____

Employing Firm: _____ Your title: _____

Address: _____ Supervisor: _____

City: _____ State: _____ Zip: _____ Phone Number: _____

From: _____ To: _____

Mo: _____ Yr.: _____ Mo: _____ Yr.: _____ Salary: _____ Hrs./Wk.: _____

May we contact this employer? _____ Reason for Leaving: _____

Specific Duties: _____

List appropriate certificates, registration or occupational licenses held:

Class: _____ Number: _____ Expiration date: _____

List volunteer or community work relevant to the position:

Organization: _____ Type of work: _____ hrs./wk.: _____ how long: _____ supervisor: _____

Describe relevant skills, experiences and specific accomplishments:

Scott, Carver, Dakota CAP Agency is an equal opportunity employer. Scott, Carver, Dakota CAP Agency does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

By signing this application, I certify that all information on this form is true to the best of my knowledge, and any omissions or misstatements of facts may be cause for rejection of this application or discharge from employment with Scott Carver Dakota CAP Agency. I also authorize the Scott Carver Dakota CAP Agency Human Resources Department or its Designee, to make all necessary and appropriate investigations to verify the information concerning my employment that is allowable by law including reference checks.

Signature: _____ Date: _____

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This sheet will be detached from your application.

Furnishing the information below is voluntary. The information will in no way affect you as an individual applicant. The information will not be kept in personnel files and will not be made available to any person involved in decisions affecting any individual's appointment or promotion to a position. The information will be used for test validation research and reporting on equal employment opportunity.

Social Security #: _____ Title of position: _____

Date: _____ Year of birth: _____

Please mark the appropriate line:

Sex

_____ Female
_____ Male

Race or Ethnic Background

_____ **Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central or South American of other Spanish culture or origin, Regardless of race.

_____ **American Indian or Alaska Native:** A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

_____ **Black:** A person having origins in any of the black racial groups of Africa.

_____ **Southeast Asian** - a person having origins in any original peoples of Cambodia, Laos, Korea, Viet Nam, China, Japan or any Asian country.

_____ **White:** A person having origins in any of the original people of Europe, North Africa, or the Middle East.

Do you have a disability?

_____ Yes
_____ No

Have you served on active duty in the US military service for 181 consecutive days?

_____ Yes
_____ No

How did you learn about this job?

_____ Scott-Carver Dakota CAP Agency, Inc. posting
_____ Scott-Carver Dakota CAP Agency, Inc. employee
_____ Department of Jobs and Training
_____ Minneapolis Star & Tribune
_____ St. Paul Pioneer Press
_____ Local newspaper: (Please specify)
_____ Other: (please specify)