



Tradewinds Residence
www.tradewindsresidence.com

TRADEWINDS RESIDENCE

Employment Application Form

**PLEASE PRINT ALL
INFORMATION
REQUESTED EXCEPT
SIGNATURE**

Please mail completed application to:

1601 North 16th Street
Superior, WI 54880

or fax application to:

715-394-7033

OFFICE USE ONLY:

Date received:

Reviewed by:

DATE _____

Name _____
Last First Middle Maiden

Present address _____
Number Street City State Zip

How long at current address? _____

Telephone (____) _____

Position applied for (1) _____
 and wage desired (2) _____
 (Be specific)

Days/hours available to work
 No Pref _____ Thur _____
 Mon _____ Fri _____
 Tue _____ Sat _____
 Wed _____ Sun _____

Employment desired FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME

When are you available to start work? _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

Have you ever been convicted of a crime which is substantially related to the functions or qualifications of the job for which you are applying? No Yes (a conviction record will not necessarily disqualify you from employment, however you will have to successfully complete background checks from the Department of Health and Family Services and the Minnesota Bureau of Criminal Apprehension prior to hire).

If yes, explain:

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APPLICATION FOR EMPLOYMENT

IF YOU ARE HIRED, A COMPLETE DRIVERS RECORD WILL BE REQUIRED.

Do you currently have a valid Drivers License? Yes No State of Issue _____

What is your means of transportation to work? _____

Have you had any accidents during the past five years? How many? _____

Have you had any moving violations during the past five years? How many? _____

Please at least three references other than relatives.

Name _____ Name _____

Position _____ Position _____

Company _____ Company _____

Phone # _____ Phone # _____

Name _____ Name _____

Position _____ Position _____

Company _____ Company _____

Phone # _____ Phone # _____

Please use this space to elaborate on any background, experience, or qualifications that you believe should be considered in evaluating your qualifications for employment. Include the amount of supervised work experience in the delivery of mental health services to adults with a serious mental illness or traumatic brain injury. You may include volunteer experience and any other activities you believe are relevant.

MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES? Yes No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? Yes No

Specialty _____ Date Entered _____ Discharge Date _____

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APPLICATION FOR EMPLOYMENT

Work Experience Please list your work experience for the **past seven years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

As indication that you have read and understood each sentence, please write your initials in the spaces provided below.

In exchange for the consideration of my job application by Tradewinds Residence Inc., (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment,____ or to confer any right to remain an employee of Tradewinds Residence, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned,____ and that relationship cannot be altered except by a written instrument signed by the Owner/Managing Member of the Company.____ Both the undersigned and Arrowhead House may end the employment relationship at any time, without specified notice or reason.____ If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.____

I authorize investigation of all statements contained in this application.____ I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice.____ I hereby give the Company permission to contact schools, all previous employers (unless otherwise indicated), references and others and hereby release the Company from any liability as a result of such contact.____

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics and mode of living.____ Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.____

I further understand that my employment with the Company shall be trial work period for a period of ninety (90) days and further that at any time during the trial work period or thereafter, my employment relationship with the Company is terminable at will for any reason by either party.____

Signature of applicant _____ **Date:** _____

Tradewinds Residence Inc. is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with Tradewinds Residence depends solely on your qualifications.

Thank you for completing this application form and for your interest in our programs.