



Faith in Action for Cass County

116 1st Street S, PO Box 512
 Hackensack, MN 56452
 218-675-5435 Toll Free 866-675-5435
 cassfia@uslink.net www.faithinactioncass.com

Date Received: _____

Personal Information			
Last Name	First Name	Middle Name	Today's Date
Street Address		City	State Zip Code
Home Phone: (____) _____ - _____		Are you a United States Citizen or legally eligible to work in the U. S.? ____Yes ____No <i>(if hired, you will be required to provide documentation that you are eligible to work in the U.S.)</i>	
Work Phone: (____) _____ - _____			
Other: (____) _____ - _____			
Are you 18 or over? ____Yes ____No			
Title of Position Applying For			Date Available to Work
Have you been previously interviewed or employed by Faith in Action for Cass County? ____Yes ____No If Yes, list date(s) and job title(s):			
Are you currently on "lay-off" status and subject to recall? ____Yes ____No			
Can you travel if the job requires it? ____Yes ____No ____No		Do you have a valid driver's license? ____Yes	
Are you employed now?		If so, may we contact your present employer?	

Education			
Name and Location	# Years Completed	Major Area of Study	Degree/Diploma
High School			
College			
Graduate School			
Technical or Certificate Programs			

Employment History Please provide the following information for your previous three employers, beginning with the most recent: (Please attach an additional page if necessary, do not use “see attached resume”.)

Employer:	Dates Employed: From _____ To _____	Job Title:
Address:		
Telephone:	Job Duties:	
Weekly Pay Start: Finish:		
Reason for Leaving:		

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Address:		
Telephone:	Job Duties:	
Weekly Pay Start: Finish:		
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Address:		
Telephone:	Job Duties:	
Weekly Pay Start: Finish:		
Reason for Leaving:		

Describe your qualifications for the type of employment you are seeking: (Please include skills, tech knowledge, special training, etc.)

Please list any special awards, honors, scholarships, or offices held.

References Please list names of supervisors, managers, or others who can comment directly on your abilities:				
Name	Address	Phone #	Relationship/Occupation	Years Known

Faith in Action for Cass County is an Equal Opportunity Employer. It is the policy of Faith in Action for Cass County not to discriminate in employment matters on the basis of race, creed, color, age, marital status, national origin, sex, or status with regard to public assistance or disability.

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if employed, false statements on this application shall be considered sufficient cause of dismissal.

I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment. I also authorize you to request and receive such information.

I also acknowledge that my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of the company or myself.

Signature of Applicant

Date

TENNESSEN WARNING

Faith in Action for Cass County
120 Whipple Ave E, PO Box 512
Hackensack, MN 56452

In accordance with the Minnesota Government Data Practices Act, Faith in Action for Cass County is required to inform you of your rights as they pertain to the private information collected from you. Private data is that information which is available to you, but not to the public. The personal information we collect about you is private.

The information collected from you or from other agencies or individuals authorized by you is used to determine your qualifications for Faith in Action for Cass County.

You are not legally required to provide this information; however, providing it may be necessary to determine if you qualify for employment. Disclosure of your date of birth is required for a background investigation study that must be completed prior to beginning employment. Disclosure of your social security number is voluntary, unless you are employed by Faith in Action for Cass County. If employed by Faith in Action for Cass County, you must disclose it in order to be in compliance with state and federal tax withholding laws and in order to complete a required background check. If you do not supply the required information, Faith in Action for Cass County may not be able to consider you for employment. The use of the provided data we collect is limited to individuals whose jobs reasonably require access to this information. Persons or agencies with whom this information may be shared include:

- 1. Faith in Action for Cass County Executive Director
- 2. Faith in Action for Cass County Board of Directors

Unless otherwise authorized by state statutes or federal law, other government agencies utilizing the reported private data must also treat the information as private.

You may wish to exercise your rights as contained in the Minnesota Government Data Practices Act. These rights include:

- 1. The right to see and obtain copies of the data maintained on you.
- 2. The right to be told the contents and meaning of the data.
- 3. The right to contest the accuracy and completeness of the data.

To exercise these rights, contact the Executive Director of Faith in Action for Cass County.

** ** *

I have read and understand the above information regarding my rights under the Minnesota Government Data Practices Act.

Signature

Date

Print Name

Address