



CORNERSTONE
REBUILDING LIVES. RESTORING HOPE

ANSWERING THESE QUESTIONS IS VOLUNTARY AND WILL BE USED FOR STATISTICAL PURPOSES ONLY

PLEASE DO NOT INCLUDE YOUR NAME ON THIS PART OF THE APPLICATION

To which gender identity do you most identify?

- Gender Variant/Non-Conforming
- Transgender Female
- Transgender Male
- Female
- Male
- Not Listed (Indicate if Desired: _____)

Which of the Following Categories Describes You?

Check All That Apply

- American Indian or Alaskan Native
For Example: For example, Navajo Nation, Blackfeet Tribe, Mayan, Aztec, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, etc.
- Black or African American
For Example: African American, Jamaican, Haitian, Nigerian, Ethiopian, Somalian, etc.
- Hispanic, Latino, or Spanish Origin
For Example: Mexican or Mexican American, Puerto Rican, Cuban, Salvadoran, Dominican, Colombian, etc.
- Asian
For Example: Chinese, Filipino, Asian Indian, Vietnamese, Korean, Japanese, etc.
- Middle Eastern or North African
For Example: Lebanese, Iranian, Egyptian, Syrian, Moroccan, Algerian, etc.
- Native Hawaiian or Other Pacific Islander
For Example: Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, Marshallese, etc.
- White
For Example: German, Irish, English, Italian, Polish, French, etc.
- Some Other Race, Ethnicity, or Origin

Application for Employment

8/8/2017

Cornerstone
1000 East 80th Street
Bloomington, MN 55420

Cornerstone is an Affirmative Action and Equal Opportunity Employer

Instructions: Complete all sections (in addition to your resume).

Additional information may be requested. Be sure to sign and date application.

PLEASE PRINT. PLEASE USE INK.

| For Office Use Only | |
|---------------------|-------|
| Hire Date | _____ |
| Position | _____ |
| Rate | _____ |

Position applied for: _____ Date: _____
Salary Required: _____

Personal Information

Name: _____ Phone #: _____
Address: _____
City/State/Zip: _____
Email: _____ SS #: _____ - -
Referred By: _____

Employment Desired :

Position applied for: _____ Date Available: _____
Have you ever been employed at Cornerstone? ___ Yes ___ No
Are you of legal age to work? ___ Yes ___ No
Relatives employed at Cornerstone? ___ Yes ___ No
Legally authorized to work in US? ___ Yes ___ No
How did you hear about this position: _____

Educational Background

HIGH SCHOOL: _____ City/State: _____
Did You Graduate? ___ Yes ___ No

COLLEGE: _____ City/State: _____
Course of study: _____ Years Completed: _____
Dates Attended: _____ thru _____ Did You Graduate? ___ Yes ___ No
Diploma/Degree: _____ Date Granted: _____

GRADUATE : _____ City/State: _____
Course of study: _____ Years Completed: _____
Dates Attended: _____ thru _____ Did You Graduate? ___ Yes ___ No
Diploma/Degree: _____ Date Granted: _____

VOCATIONAL: _____ City/State: _____
Course of study: _____ Years Completed: _____
Dates Attended: _____ thru _____ Did You Graduate? ___ Yes ___ No
Diploma/Degree: _____ Date Granted: _____

SPECIAL SKILLS, FOREIGN LANGUAGES, ETC: _____

MILITARY RECORD:

Have you served in the military? ___ Yes ___ No Branch of Service: _____
Discharge Date: _____

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Previous Employers and Addresses

Place an X by the employer(s) that you DO NOT want us to contact.
List the most recent employer first.

| | | |
|--------------------------|---------------------------|-------------------------|
| <input type="checkbox"/> | Company Name _____ | Phone: _____ |
| | Address: _____ | City/State: _____ |
| | Contact Person: _____ | Title _____ |
| | Position Held: _____ | Dates: _____ thru _____ |
| | Reason Left: _____ | Salary: _____ |

| | | |
|--------------------------|---------------------------|-------------------------|
| <input type="checkbox"/> | Company Name _____ | Phone: _____ |
| | Address: _____ | City/State: _____ |
| | Contact Person: _____ | Title _____ |
| | Position Held: _____ | Dates: _____ thru _____ |
| | Reason Left: _____ | Salary: _____ |

| | | |
|--------------------------|---------------------------|-------------------------|
| <input type="checkbox"/> | Company Name _____ | Phone: _____ |
| | Address: _____ | City/State: _____ |
| | Contact Person: _____ | Title _____ |
| | Position Held: _____ | Dates: _____ thru _____ |
| | Reason Left: _____ | Salary: _____ |

| | | |
|--------------------------|---------------------------|-------------------------|
| <input type="checkbox"/> | Company Name _____ | Phone: _____ |
| | Address: _____ | City/State: _____ |
| | Contact Person: _____ | Title _____ |
| | Position Held: _____ | Dates: _____ thru _____ |
| | Reason Left: _____ | Salary: _____ |

REFERENCES

Please list 3 references that have known you **professionally**. Preferably previous supervisors.

| | <u>Name</u> | <u>Business & Relationship</u> | <u>Phone</u> |
|---|-------------|------------------------------------|--------------|
| 1 | _____ | _____ | _____ |
| 2 | _____ | _____ | _____ |
| 3 | _____ | _____ | _____ |

I certify that the statements and information contained in this application are true and accurate to the best of my knowledge. I am aware that presenting false and incorrect information is adequate cause for my application to be denied. I understand that background checks will be required.

Applicant's signature _____ Date: _____