



Strengthening American Indian Youth and Families

## AIN DAH YUNG (OUR HOME) CENTER

1089 Portland Avenue, St. Paul, MN 55104  
 Phone: (651) 227-4184 Fax: (651) 224-5136

### EMPLOYMENT APPLICATION

Position(s) applied for: \_\_\_\_\_

<b>PERSONAL INFORMATION</b>			
Last Name	First	Middle	Date
Street Address			Home Telephone ( ) _____ - _____
City, State, Zip			Other Telephone ( ) _____ - _____
Have you ever been employed with Ain Dah Yung or applied for work here? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when _____ What position? _____			Social Security Number
A MVR (Motor Vehicle Report) will be completed on all applicants. If you have a DUI/DWI and/or 3 moving violations within the past 3 years of this application, you will be automatically disqualified to apply for any position at Ain Dah Yung that requires driving.			Driver's License Number
Are you presently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, may we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			Salary Requirements?
Are you legally eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you available for full-time work? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, what hours are you available? _____			Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No			If offered a position, when are you available to begin work?
Have you ever been convicted of a crime (felony)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please give details. (A conviction does not automatically bar you from employment) _____ _____			
List any relatives now working at Ain Dah Yung:			
Emergency Contact Person: Address:		Telephone Number(s):	
List special training or skills (languages, computer programs, etc.)			

<b>EDUCATION</b>					
SCHOOL	NAME AND LOCATION OF SCHOOL	DATES ATTENDED	COURSE OF STUDY	YEARS COMPLETED	DID YOU GRADUATE
Graduate					<input type="checkbox"/> Yes <input type="checkbox"/> No
College					<input type="checkbox"/> Yes <input type="checkbox"/> No
Business/Trade Technical					<input type="checkbox"/> Yes <input type="checkbox"/> No
High School					<input type="checkbox"/> Yes <input type="checkbox"/> No

## **EMPLOYMENT HISTORY**

Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer. If more space is needed for employment record, please attach separate sheet.

<b>Present or Most Recent Employer:</b>	Telephone Number:
Address: _____ _____	Dates of Employment:
City State Zip Code	From: _____
Job Title: _____	To: _____
Name of Supervisor: _____	Annual Salary:
Responsibilities:	Start: _____ Ending: _____
	Reason for Leaving:
<b>Employer Name:</b>	Telephone Number:
Address: _____ _____	Dates of Employment:
City State Zip Code	From: _____
Job Title: _____	To: _____
Name of Supervisor: _____	Annual Salary:
Responsibilities:	Start: _____ Ending: _____
	Reason for Leaving:
<b>Employer Name:</b>	Telephone Number:
Address: _____ _____	Dates of Employment:
City State Zip Code	From: _____
Job Title: _____	To: _____
Name of Supervisor: _____	Annual Salary:
Responsibilities:	Start: _____ Ending: _____
	Reason for Leaving:

## **REFERENCES (Business Only)**

Name: _____	How do you know this person?
Address: _____ _____	
City State Zip	
Telephone Number: _____	
Name: _____	How do you know this person?
Address: _____ _____	
City State Zip	
Telephone Number: _____	
Name: _____	How do you know this person?
Address: _____ _____	
City State Zip	
Telephone Number: _____	

I certify that the answers provided by me to the foregoing questions and statements are true and correct without consequential omissions of any kind. I understand that this form will be used as a release of information to obtain information from references, prior employers and also to obtain a motor vehicle report.

- If employed, I agree that Ain Dah Yung (Our Home) Center shall not be held liable in any respect if my employment is terminated because of false statements, answers or omissions made by me in this application.
- I understand that any misleading or incorrect statements may render this application void, and if employed, may lead to employment termination.
- I understand that a medical examination based on the requirements of the position for which I am being considered may be required, and drug testing may be included as part of the regular pre-employment physical.
- I give my consent to use this as a *release of information* for reference check purposes. This form shall be forwarded on an individual basis to companies, schools or persons named as references in this application, as named below.
- I also hereby *authorize Ain Dah Yung to use this form to obtain my Motor Vehicle Record*, prior to hire and to check it periodically thereafter. I understand that this record may contain personal information including but not limited to child support payments, alimony payments as well as information on driver violations and accidents.
- I *agree to report any license suspension, serious accidents or offenses, or any other conditions* to my supervisor immediately that may affect my ability to drive a company vehicle (or my own vehicle, if I am required to drive) after I am hired.
- I hereby authorize (the companies, schools or persons named as references) in this application to provide any information requested regarding my employment, character and qualification to Ain Dah Yung (Our Home) Center.
- I am aware that the purpose or need for disclosing this information is to determine eligibility for employment.
- I understand that my records are protected under state and federal regulations and cannot be disclosed without my written consent unless otherwise provided by law.
- I also understand that I may cancel this consent in writing at any time prior to the information being released and that in any event this consent expires automatically one year after the date of my signature.
- I hereby release said companies, schools or persons from all liability for any damage for issuing this information.
- In consideration of my employment, I agree to conform to the rules and regulations of this organization.
- I understand that my employment and compensation is considered at-will and I can be terminated with or without cause and with or without notice, at any time, at the option of either my employer or myself.

\_\_\_\_\_  
Signature Date

**RELEASE OF INFORMATION**

I, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Print legal name Date of Birth (optional) Social Security No. License No. & State

Hereby authorize \_\_\_\_\_  
Name of Company, school or person authorized to make disclosure Name of contact person Telephone Number

to disclose or exchange pertinent information from my personnel records with Ain Dah Yung Shelter. The information you may disclose is as checked below:

- Reasons known why employee should not work with children.
- Disciplinary action/corrective action
- Discharge status (i.e., resignation or termination)
- Dates of employment
- Performance
- Attendance
- Motor Vehicle Record

\_\_\_\_\_  
Signature Date

\*This page will be used for a Release of Information; your date of birth will be used for identification purposes only.

Qualified applicants receive equal consideration. It is the policy of Ain Dah Yung to provide equal opportunity to all employees and applicants for employment in accordance with all applicable equal employment opportunity and affirmative action laws, directive and regulations of federal, state and local governing bodies or agencies thereof. ADY will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national or ethnic origin, sex, affectional preference, disability, age, marital status, military service, public assistance status, ex-offender status, or persons with HIV.  
Ain Dah Yung is an Affirmative Action and Equal Opportunity Employer.