

Name _____
first middle initial last

Position(s) applied for _____

Date _____

EMPLOYMENT APPLICATION

Where purpose and opportunity come together.

A not-for-profit, church-affiliated organization, Cedar Community provides all of the right services for all of the right reasons.

Our mission ...

To model Christ's love for humanity by creating life-enhancing relationships, services and environments.

For that reason, the expectations of our community and the people we serve are high. We invite you to consider joining us and raising your own personal expectations for a rewarding career. Cedar Community employees enjoy many benefits:

- Ongoing training and mentorships that help bring out the best in everyone;
- Extensive benefits, including 401(k), health, dental, vision and short-term disability insurance for employees working a minimum of 30 hours per week;
- A variety of perks, including discounts on Cedar Community services and access to our beautiful grounds and facilities.



CedarCommunity

5595 County Road Z
West Bend, WI 53095
262.306.2100
cedarcareers.org

Cedar Community is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, genetic information, sexual orientation, disabilities or veteran status.

Name _____
first middle initial last

Address _____ City/State _____ Zip _____

Phone _____

E-mail address _____

Are you 16 years of age or older? yes no

Are you 18 years of age or older? yes no (If not, you may be required to provide authorization to work.)

Are there other names under which you have worked or attended school? yes no

If yes, please list for reference checking purposes: _____

Are you currently legally authorized to work in the United States? yes no

Were you ever convicted of any crime anywhere, including in federal, state, local, military and tribal courts? yes no

If yes, please explain: _____

Note: A conviction record or pending arrest record does not constitute an automatic bar to employment and will be considered only if there is a substantial relationship to the circumstances of the particular position or if the employer deems there is a bonafide occupational qualification inherent in the position which requires this information prior to hiring.

Have you ever resided outside the state of Wisconsin? yes no

If yes, please list each state and county, and the dates you lived there: _____

POSITION DESIRED

Position(s) _____ Available as of _____

Full time Part time Other

Shift availability (Number in order of preference for department desired.)

Nursing: ___ AM ___ PM ___ NOC

Dining Services: ___ AM ___ Mid-day ___ Evening

Other departments please list: _____

Have you been employed at Cedar Community before? yes no When? _____ Position? _____

Where did you hear about this position for which you are applying? _____

EMPLOYMENT HISTORY

Begin with your most recent employer. Do not omit or skip any jobs in your employment history. Please attach additional employment history if necessary. Please explain all gaps in your work history.

If currently employed, may we contact that employer? yes no

1. Employer _____ Position _____
Employment dates _____ Salary _____ Hours per week _____
Address _____ City/State _____ Zip _____
Phone _____ Supervisor _____
Specific duties _____
Reason for leaving _____

2. Employer _____ Position _____
Employment dates _____ Salary _____ Hours per week _____
Address _____ City/State _____ Zip _____
Phone _____ Supervisor _____
Specific duties _____
Reason for leaving _____

3. Employer _____ Position _____
Employment dates _____ Salary _____ Hours per week _____
Address _____ City/State _____ Zip _____
Phone _____ Supervisor _____
Specific duties _____
Reason for leaving _____

4. Employer _____ Position _____
Employment dates _____ Salary _____ Hours per week _____
Address _____ City/State _____ Zip _____
Phone _____ Supervisor _____
Specific duties _____
Reason for leaving _____

EDUCATION (please list any formal education you have received)

School	Name and location (city, state)	No. years attended	Major subjects	Diploma or degree received
High School				<input type="checkbox"/> yes <input type="checkbox"/> no
College				<input type="checkbox"/> yes <input type="checkbox"/> no
Graduate				<input type="checkbox"/> yes <input type="checkbox"/> no
Other (specify)				<input type="checkbox"/> yes <input type="checkbox"/> no

SKILLS AND QUALIFICATIONS

List any special considerations, training, certification, registration, etc. which may be important to the particular position for which you are applying. Please include professional license or certification numbers and expiration dates.

List equipment and/or computer software that you use and your level of ability.

List any additional skills, abilities or experiences which may assist you in performing the position for which you are applying.

List relevant current or past volunteer experience:

PROFESSIONAL REFERENCES

List persons who are familiar with your qualifications and background. (no relatives)

Name	Phone	Relationship	No. of years known
1. _____			
2. _____			

**As a courtesy to your references, please inform them that they may receive a phone call from Cedar Community's Human Resources Department. References are required at time of interview.*

APPLICANT'S AUTHORIZATION AND ACKNOWLEDGMENT

I certify that all information contained in this application is true, correct and complete to the best of my knowledge without omissions of any kind. I understand that falsified information or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am hired.

I authorize Cedar Community to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information about my employment. I authorize my arrest and conviction record to be released to Cedar Community. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to me or my employment.

I understand that upon receiving a job offer, a background screen, a fit for duty physical examination and drug screen will be required. If all other requirements have been met, any job offer is contingent upon the results of the pre-employment testing. I consent freely and voluntarily to participate in required pre-employment processes.

Regardless of whether or not I become employed by Cedar Community, I recognize this application is not and should not be considered a contract of employment. I understand that employment at Cedar Community is on an at-will basis and that my employment may be terminated with or without cause, at any time, at my option or Cedar Community's.

signature

date

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY INFORMATION REQUEST

Cedar Community is an equal opportunity employer. As required by law, we must record certain information to be made part of our affirmative action program. The following information will be used only for research and reporting purposes for the Federal Government in accordance with applicable laws and regulations. This information is *voluntary* and there will be no adverse consequences for not responding. This information is confidential and will not be a consideration for employment.

1. I decline to offer this information at this time.

2. Ethnic Group

Hispanic or Latino

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White

(Not Hispanic or Latino)

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American

(Not Hispanic or Latino)

A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander

(Not Hispanic or Latino)

A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

Asian

(Not Hispanic or Latino)

A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

American Indian or Alaska Native

(Not Hispanic or Latino)

A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races

(Not Hispanic or Latino)

All persons who identify with more than one of the above five races.

3. Veteran status

Nonveteran Veteran Disabled Veteran (less than 30%) Special Disabled Veteran (30% or greater)

4. Gender

Male Female

5. Other

Individual with disabilities

The Americans with Disabilities Act (ADA) defines an individual with a disability as “one who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or who is regarded as having such an impairment.”

6. How did you learn of this position?

Current employee

Newspaper ad

Recruiter

Other: _____