

HADC SERVICES CORPORATION

Application for Employment

All personnel actions are administered without discrimination based upon race, color, religion, sex, marital status, age, national origin, disability, veteran status, sexual orientation, or any other legally protected classification.

Applying for: ___ Resident Assistant ___ Dietary / Kitchen ___ Other: _____

P E R S O N A L	Last Name	First	Middle	Date
	Street Address			Home Telephone () ()
	City, State, Zip			Alternate Telephone () ()
	Applying For:			Have you ever applied for employment with us?
	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time: approximately _____ hours per week			<input type="checkbox"/> Yes – year: _____ <input type="checkbox"/> No
	Pay Desired:			Have you been previously employed by us?
	\$ _____ per hour			<input type="checkbox"/> Yes – year: _____ <input type="checkbox"/> No
	Referral Source:			Are you age 18 or over?
	<input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Relative <input type="checkbox"/> Employment Agency <input type="checkbox"/> Other _____			<input type="checkbox"/> Yes <input type="checkbox"/> No
	Name of Person/Company who referred you:			
Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			When will you be available to begin work?	
<p>HADC Services Corporation will search state criminal record databases prior to extending any offer for employment. Further, the Minnesota Department of Human Services will review your criminal background history if you become an employee. Additional background screening by HADC Services Corporation may also be completed throughout the employment process. Have you ever plead guilty to, or have you ever been convicted of, any crime? <input type="checkbox"/> Yes <input type="checkbox"/> No (Acknowledging a criminal record does not automatically exclude you from employment. Please ask for further details.) If yes, please explain; use additional paper if needed.</p>				
<p>Some of our positions may require staff to drive a vehicle as a part of their job responsibilities, as indicated in the job description. If you find that the position that you are interested in requires driving, and you are unable or unwilling to drive as part of your routine job responsibilities, you are welcome to ask about other openings that do not require driving.</p>				

E D U C A T I O N	School	Name and Location of School	Course of Study	Number of Years Completed	Did you Graduate	Degree or Diploma
	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	Please give accurate, complete full-time and part-time employment data. Start with your present or most recent employer.
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1	Company Name	Telephone ()
	Address	Employed – (State month and year) From To
	Name of Supervisor	Pay Rate Start Last
	Job Title and Describe Your Work	Reason for Leaving

2	Company Name	Telephone ()
	Address	Employed – (State month and year) From To
	Name of Supervisor	Pay Rate Start Last
	Job Title and Describe Your Work	Reason for Leaving

3	Company Name	Telephone ()
	Address	Employed – (State month and year) From To
	Name of Supervisor	Pay Rate Start Last
	Job Title and Describe Your Work	Reason for Leaving

If you have additional employment experience that is applicable to the position for which you are applying, please include it on a separate piece of paper.

We may contact the employers listed above unless you indicate those you do not want us to contact	DO NOT CONTACT
	Employer Name & Reason:
	Employer Name & Reason:

R E F E R E N C E S	DO NOT INCLUDE RELATIVES OR PERSONAL FRIENDSHIPS			
	Name	Relationship	Address	Phone Number

MILITARY	Did you serve in the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes," in what Branch?
Describe any training relevant to the position for which you are applying.		

Please explain why this position is of interest to you.

What skills, interests, experience, or abilities do you have which would be of particular interest to us when considering your application?

We operate 24 hours a day, 7 days a week. Describe how, if hired, you will contribute to our successful staffing operations, including your availability and willingness to cover other shifts, to be prompt in arriving for your shift, etc.

State any additional information you feel may be helpful to us in consideration of your application.

S I G N A T U R E	<p>I grant HADC Services Corporation the right to make a thorough investigation of my past employment, education and activities, and criminal background and release from all liability whatsoever all persons, companies and corporations supplying such information. I expressly agree to indemnify HADC Services Corporation against any liability, which might result from making such investigation. I understand that any false answers, statements or implications made by me in this application or other employment related documents shall be considered sufficient cause for denial of employment or discharge, regardless of when the false information is discovered.</p> <p>Additionally, I understand that nothing contained in this employment application, in the granting of an interview, or upon an offer for employment, is intended to create an employment contract between HADC Services Corporation and myself for either employment or for providing of any benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon HADC Services Corporation unless made in writing and signed by the President of HADC Services Corporation. If an employment relationship is established, I understand that I have the right to terminate employment at any time for any reason, and that HADC Services Corporation retains a similar right (commonly referred to as "employment at-will"). My signature below is an acknowledgement that I have fully read and understand all conditions and terms of this application.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of Applicant</p>
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HADC Services Corporation

Evergreen Senior Living
1309 – 14th Street
Cloquet, MN 55720
(218) 878-3302 office
(218) 878-3340 fax

Ridgeway on German
715 South German
New Ulm, MN 56073
(507) 354-7400 office
(507) 359-5711 fax

Ridgeway on 23rd
720 – 23rd N
New Ulm, MN 56073
(507) 354-7000 office
(507) 233-7410 fax

Human Resources & Payroll Office
HADC Services Corporation
PO Box 477
Rosemount, MN 55068
(651) 245-8338 office
(651) 423-6262 fax