



# APPLICATION FOR EMPLOYMENT

St Anthony Village Location: 2908 Pentagon Drive NE, St. Anthony, MN 55418 (612) 788-4842  
 Highland Park Location: 752 Cleveland Av. S, St. Paul, MN 55116 (651) 690-9822  
 Eden Prairie 561 Prairie Center Drive, Eden Prairie, MN 55344 (952)767-3648

## personal information (Write legibly & fill out all fields)

NAME (LAST NAME FIRST)		TODAY'S DATE	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS	CITY	STATE	ZIP CODE
PHONE NO.	E-MAIL ADDRESS		

## employment desired

POSITION & LOCATION (circle those that apply) Highland, St. Anthony, or Eden Prairie	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED? IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?	EVER APPLIED TO THIS COMPANY BEFORE? IF YES, WHERE & WHEN?	

## education history

NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED?
HIGH SCHOOL			
COLLEGE			
OTHER			

## former employers - All fields must be filled out even if you have attached a resume

DATE: MONTH & YEAR (list most recent first)	NAME, LOCATION & PHONE NUMBER OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING (be specific)
FROM: TO:				
DESCRIBE THE TASKS YOU PERFORMED AND/OR RESPONSIBILITIES YOU HAD AT THIS JOB.				
FROM: TO:				
DESCRIBE THE TASKS YOU PERFORMED AND/OR RESPONSIBILITIES YOU HAD AT THIS JOB.				
FROM: TO:				
DESCRIBE THE TASKS YOU PERFORMED AND/OR RESPONSIBILITIES YOU HAD AT THIS JOB.				

List additional employers on a separate sheet with the same information as listed above

**References – work related**

NAME	ADDRESS & PHONE	RELATION	YEARS KNOWN

**availability** PLEASE PLACE AN “X” IN THE BOXES WHEN YOU ARE **NOT** AVAILABLE TO WORK

	8-9 a.m.	9-10 a.m.	10-11 a.m.	11- noon	noon -1 pm	1-2 p.m.	2-3 p.m.	3-4 p.m.	4-5 p.m.	5-6 p.m.	6-7 p.m.	7-8 p.m.	8-9 p.m.	9-10 p.m.
Sun.														
Mon.														
Tues.														
Wed.														
Thurs														
Fri.														
Sat.														

How long do you plan on being employed at TeaSource? \_\_\_\_\_ How many hours per week? \_\_\_\_\_

Any other scheduling considerations? (holidays, vacations, etc.) \_\_\_\_\_

How were you referred to TeaSource? \_\_\_\_\_

Why do you want to work at TeaSource? \_\_\_\_\_

**Additional Information:** List any other experience, training, qualifications, or skills which make you especially suited for the position:

Are you able to perform the essential functions of the job with or without reasonable accommodations?

**authorization**

“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal & state laws.”

DATE	SIGNATURE
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