

Heartland-Preston Incorporated

Established 2002

We Put Our HEART Into Making Care & Friendship Come Together!

Corporate Office - Wautoma 920-787-5817
Heartland House - Wautoma 920-787-2467
Heritage House - Portage 608-745-3312
Patriot Place - Berlin 920-361-3008
Prairie Place - Ripon 920-748-8900
Preston Place - Redgranite 920-566-0790

Application for Employment

Today's Date: _____ Position Desired: _____ Shift Desired: _____

Date Available: _____ Desired Hours / Week: _____ How long have you lived in Wisconsin? _____

List any state(s) other than Wisconsin in which you have lived: State _____ Yrs _____ / State _____ Yrs _____

Name: _____ Phone Number: _____

Address: _____

Social Security #: _____ Highest grade completed: _____ Are you at least 18 yrs old? _____

Why are you applying for employment at this facility? _____

Describe all previous work and non-work experiences that relate to the job you are applying for: _____

List all educational experiences / certificates related to the job you are applying for: _____

Are you currently employed? _____ If yes, why are you leaving current employer? _____

Have you ever been convicted of a felony or misdemeanor or are there any charges currently pending against you? _____

If yes, for what, when and where? _____

Accurately list employment experience starting with your most recent job:

Company: _____ Address: _____

Phone Number: _____ Employment Dates: _____ Supervisor: _____

Reason for Leaving: _____ Final Wage Rate: _____

Work Duties: _____

Company: _____ Address: _____

Phone Number: _____ Employment Dates: _____ Supervisor: _____

Reason for Leaving: _____ Final Wage Rate: _____

Work Duties: _____

Company: _____ Address: _____

Phone Number: _____ Employment Dates: _____ Supervisor: _____

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Work Duties: _____

Company: _____ Address: _____

Phone Number: _____ Employment Dates: _____ Supervisor: _____

Reason for Leaving: _____ Final Wage Rate: _____

Work Duties: _____

References:

Name: _____ Relationship: _____

Address: _____ Phone Number: _____

Name: _____ Relationship: _____

Address: _____ Phone Number: _____

Name: _____ Relationship: _____

Address: _____ Phone Number: _____

General Questions:

Describe your personality: _____

You are a shoe salesman and you are being sent to a foreign country to sell shoes. When you arrive in this country you discover that no one wears shoes. What would you do? _____

What are your life/career goals? _____

What motivates you to put forth your greatest effort? _____

What makes a job interesting to you? _____

What do you expect to be doing in one year? _____

If you were not satisfied by your last job, why not? _____

In the last 6 months how many times have you missed a scheduled day of work? _____

Why is it important to give a two-week notice before quitting a job? _____

At how many different addresses have you lived in the last two years? _____

What are an employee's responsibilities to an employer? _____

What are an employer's responsibilities to an employee? _____

What do you expect from your supervisor? _____

If you have had difficulty with a supervisor, how was it resolved? _____

What irritates you in the workplace? _____

What are your salary expectations for the job you have applied for? _____

Describe your work ethic: _____

How do you deal with co-workers you do not like? _____

How do you handle high-pressure situations? _____

Do you know anyone who has worked or is working at this facility? _____ If yes, who? _____

Please supply any additional information you feel would assist us in deciding to hire you: _____

Please answer Yes, No (Y or N) to the following questions:

1. ____ I am willing to turn my cell phone off while I am at work.
2. ____ This job may require you to be able to lift and transfer 50 to 75 pounds as needed. Would you be able to do this?
3. ____ I take my time on important decisions.
4. ____ I like to be around people.
5. ____ My personality is very steady without much change.
6. ____ I believe many people steal something from their place of employment.
7. ____ I use my seat belt more than 75% of the time.
8. ____ I have put forth an extra effort to meet a deadline.
9. ____ I seem to get distracted easily.
10. ____ I tend to think about personal issues while I am at work.
11. ____ I would tell my manager if I knew another employee was stealing from the company or violating a company policy.
12. ____ I would be willing to be tested for drugs.
13. ____ I seem to be always running late because I have so much going on in my life.
14. ____ I plan to stay on this job for more than one year.
15. ____ My friends would consider me a perfectionist.
16. ____ I have a reliable way to get to work on time.
17. ____ I tend to put off things unless I am under pressure.
18. ____ I am currently licensed to drive in Wisconsin.
19. ____ I am able to calmly adjust when my schedule gets interrupted.
20. ____ I am cheerfully able to help a co-worker who is behind in their work, regardless of the work.
21. ____ I am reluctant to drive in bad weather.
22. ____ When I think about my past it makes me feel like I have been treated unfairly.

This corporation does not discriminate in hiring or any other decision on the basis of sex, color, ancestry, disability, marital status, race, religion, age, use of lawful products, arrest or conviction record, honesty testing, national origin, pregnancy or childbirth, sexual orientation, genetic testing, military service membership unrelated to ability to perform the work required. No information on this application is intended to secure information to be used for such discrimination.

I consent to take physical examination, and such future physical examinations as may be required by this corporation at such times and places as the corporation shall designate. I understand that an offer of employment may be contingent on passing the physical examination which relates to the essential duties I would be required to perform. I understand that my employment is at will, and that either party is free to terminate the employment relationship at any time without cause. I also understand that my employment may be terminated for any misstatement or omission of fact appearing on this application form. If employed, I will be required to complete an Employment Verification Form (I-9), and within three days show satisfactory evidence of identity and eligibility for employment. I understand that emergency conditions may require me to temporarily work shifts other than the one for which I am applying and agree to such scheduling change as directed by the administration of this corporation.

Applicant's Signature: _____ Date: _____

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I voluntarily give Heartland - Preston Incorporated the right to make a thorough investigation of my past employment, character, and activities whether same is of record or not. I agree to cooperate in such investigation and release from all liability or responsibility all persons, companies or corporations supplying such information.

Applicant's Signature: _____ Date: _____

Reference Check

To Whom It May Concern: Your cooperation in providing the information requested below will be helpful in determining the suitability of the applicant. Any information offered will be appreciated and held in confidence.

Applicant's Name: _____

Applicant's demonstrated ability to perform the requirements of the position held with your company:

Above Average _____ Average _____ Below Average _____

Comments and Observations: _____

Dates of Employment: _____ Position Held: _____

Primary Tasks: _____ Reason for Leaving: _____

If still employed please check: _____

Would you rehire? Yes No If not, Why? _____

Number of sick / absent days in the last 12 months of employment? _____

If the employee self-terminated their position was a two week notice given and their assignments completed as scheduled? _____

Signature: _____ Date _____

Position: _____ Company _____

Please Fax:	Heartland House CBRF (Wautoma) 920-787-4151	Attention: Ruth S.	_____
	Heartland House RCAC (Wautoma) 920-787-5827	Attention: Beverly	_____
	Heritage House (Portage) 608-745-6775	Attention: Coleen	_____
	Patriot Place RCAC (Berlin) 920-361-9725	Attention: Ruth R.	_____
	Patriot Place CBRF (Berlin) 920-361-3022	Attention: Bobbi H.	_____
	Prairie Place (Ripon) 920-748-8896	Attention: Josiah	_____
	Preston Place CBRF (Redgranite) 920-566-0271	Attention: Dorothy	_____
	Preston Place RCAC (Redgranite) 920-566-2364	Attention: Sharon	_____