

Heartland-Preston Incorporated

Established 2002

Corporate Office - Berlin 920-361-3808
Patriot Place CBRF - Berlin 920-361-3007
Patriot Place RCAC - Berlin 920-361-3008

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

Application for Employment

(The information recorded in this application is confidential and will not be shared with any other entity.)

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

Name: _____ Phone Number: _____

Street Address: _____ City/State/Zip: _____

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 _____

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

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

Why did you apply for this position? _____

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: _____

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

(The employer will only consider a conviction record and/or pending charges if they are substantially related to the job applied for.)

If yes to above question, please explain what the conviction(s) and/or pending charge(s) were/are and when they occurred: _____

Accurately list employment experience starting with your most recent job:

(If there are any gaps in your employment records please explain why.)

Company: _____ City/St: _____ Employment Dates: _____

Final Wage Rate: _____ Reason for Leaving: _____

Work Duties: _____

Company: _____ City/St: _____ Employment Dates: _____

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Company: _____ City/St: _____ Employment Dates: _____

Final Wage Rate: _____ Reason for Leaving: _____

Work Duties: _____

References:

Name: _____ Relationship: _____

Address: _____ Phone Number: _____

Name: _____ Relationship: _____

Address: _____ Phone Number: _____

Name: _____ Relationship: _____

Address: _____ Phone Number: _____

General Questions:

Describe your personality: _____

What motivates you to put forth your greatest effort? _____

What makes a job interesting to you? _____

Everyone has strengths and weaknesses as a worker. What are your strong points for this position? _____

What would you say are areas needing improvement? _____

Do you consider yourself a self-starter? If so, explain why, and please give examples: _____

Being a responsible person is to follow through on your commitments and being the kind of person others can trust. Describe several instances from your life that would demonstrate responsibility: _____

What is your reaction when a supervisor points out areas in your job performance that need improvement? _____

Do you prefer working alone or in groups? _____

What kind of individuals do you find it most difficult to work with? Why? _____

What is the most important thing you are looking for in a job? _____

What is your long-term employment or career objective? _____

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

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

How would you define doing a good job in the position you have applied for? _____

How do you get people who do not want to work together to establish a common approach to a problem? _____

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

Why is it important to not have a cell phone or other electronic device with you while you are performing your work assignments? _____

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

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

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

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? _____

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: _____

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: Patriot Place CBRF (Berlin) 920-361-3022
Patriot Place RCAC (Berlin) 920-361-9725

Attention: Kathy Malnory-Grimm ____
Attention: Ruth Rowe ____