



# Range Center, Inc.

APPLICATION FOR EMPLOYMENT



## Taking Pride in All We Do

At Range Center, we take our jobs seriously.  
Before we consider you for employment,  
we need to know that you are willing and able to do the following:

- ~ Recognize the clients we serve are the most important people in our organization  
their physical and emotional needs take precedence over everything else.
- ~ Realize the people we serve are not dependent on us  
we are dependent on them.
- ~ Understand the client is not an interruption in your work  
he/she is the purpose of it.
- ~ Know we are not doing a favor by serving the client  
he/she is doing us a favor by giving us the opportunity to do so.
- ~ Understand the client is not someone to boss, argue or match wits with  
he/she is the person to be listened and responded to.
- ~ Insist the client is a person who brings us his/her wants and choices  
it is our job to find a way to make them happen with respect and dignity.

If you can commit to make our clients **YOUR PRIORITY**,  
we want to talk to you!

*An equal opportunity employer.*

Please return this application to:

Range Center, Inc.  
P.O. Box 629  
1001 NW 8<sup>th</sup> Avenue  
Chisholm, MN 55719  
(218)254-3347

*Range Center, Inc. is an Equal Opportunity Employer.*



## APPLICATION FOR EMPLOYMENT



**Did you read the front cover? If no, please read it before completing this application.**

### INSTRUCTIONS

- ~ Type or print legibly in ink.
- ~ Fill out all pages carefully and completely - incomplete applications may not be considered.
- ~ Notify us of any change of your address or telephone number. We will not be responsible for any mail or correspondence which does not reach you.

Date \_\_\_\_\_

### PERTINENT INFORMATION

Name (last, first, middle)		Home/Contact Telephone (include area code)	
Mailing Address		Work Telephone (include area code)	
City	State	Zip Code	Email address
Social Security Number	Are you of legal age to work? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you been know by another name? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what?			
If hired at Range Center, Inc., can you furnish proof that you are eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain:			
Have you ever worked for Range Center, Inc. before? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, when?		Why did you leave?	
What type of position are you applying for? <input type="checkbox"/> Direct Care <input type="checkbox"/> Management <input type="checkbox"/> Support Services <input type="checkbox"/> Other			
Number of hours you would like to work each week:			
If hired, what date could you start?			
Are you available to work: <input type="checkbox"/> Mornings <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Midnights <input type="checkbox"/> Weekends <input type="checkbox"/> Short notice shifts			
Please rank your preference of work locations. We have programs in Hibbing, Chisholm and Buhl			
1.)	2.)	3.)	
Why would you like to work for Range Center, Inc.?			
What unique qualifications, skills, experience or interests would you bring to Range Center, Inc.?			

**EXPERIENCE AND EMPLOYMENT HISTORY****JOB 1 (current or most recent position)**

Employer	From (mm/dd/yyyy)	To (mm/dd/yyyy)	Reason for leaving
Address	Describe the work you did:		
Telephone			
Supervisor (Name/title)		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No.	

**JOB 2**

Employer	From (mm/dd/yy)	To (mm/dd/yy)	Reason for leaving
Address	Describe the work you did:		
Telephone			
Supervisor (Name/title)		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**JOB 3**

Employer	From (mm/dd/yy)	To (mm/dd/yy)	Reason for leaving
Address	Describe the work you did:		
Telephone			
Supervisor (Name/title)		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**CONDENSED EARLIER EMPLOYMENT**

Company	Address / Telephone Number	Job Title	From	To
1.				
2.				
3.				

*Please use a blank sheet to explain any gaps in employment.***PROFESSIONAL/PERSONAL REFERENCES (not relatives)**

Name and Occupation	Telephone Number	Relationship	
		Professional	or Personal

**EDUCATION / TRAINING HISTORY**Do you have a high school diploma or a GED certificate?  YES  NO

<b>College/Vocational</b>	Name and Address		
Years Completed 1 2 3 4	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study?	Degree/Certificate
<b>Other</b>	Name and Address		
Years Completed 1 2 3 4	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study?	Degree/Certificate

**To Applicant: READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS IN THIS BLOCKED-OFF AREA.** The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex, or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities. The laws of most states and many localities also prohibits some or all of the types of discrimination as well as some additional types including, but not limited to, discrimination based upon ancestry, marital status, parental status, sexual orientation, or source of income. The Fair Credit Reporting Act imposes restrictions with respect to credit data.

**DO NOT ANSWER ANY QUESTION CONTAINED IN THIS BLOCKED-OFF AREA UNLESS THE EMPLOYER HAS CHECKED THE BOX NEXT TO THE QUESTION,** thereby indicating that for the position for which you are applying the requested information is needed for legally permissible reason, including without limitations, national security requirements, affirmative actions, a bona fide occupational qualification or business necessity.

- Are you 18 years of age or older? \_\_\_\_\_ (yes or no). If no, hire is subject to verification that you are of minimum legal age.
- Have you ever been convicted of a crime, excluding misdemeanors and summary offenses in the past 15 years which has not been annulled or expunged or sealed by court? \_\_\_\_\_ (yes or no) If yes, describe in full \_\_\_\_\_
- Do you have a valid driver's license? \_\_\_\_\_ (yes or no) If yes, issued by what state or province? \_\_\_\_\_

### **RANGE CENTER, INC. DRIVING REQUIREMENTS**

To protect residents and participants and to ensure corporate insurability of Range Center, Inc. vehicles, Range Center, Inc. requires all employees that drive Range Center, Inc. vehicles or their own vehicles for Range Center, Inc. business, to hold a valid and appropriate Minnesota Driver's License to maintain employment with Range Center, Inc. Persons without a valid Minnesota Driver's License cannot drive Range Center, Inc. vehicles.

To be eligible for and maintain employment with Range Center, Inc., Motor Vehicle Record (MVR) checks must not contain the following:

1. Driving while intoxicated (0.08% or more blood alcohol) or under the influence of drugs
2. Three or more moving violations and/or preventable accidents
3. Operation a motor vehicle during a period of suspension or revocation
4. Violations involving criminal activities (hit and run, grand theft, aggravated assault, etc.)
5. Reckless driving
6. Racing or speed contest
7. Other as insurance carrier determines

I understand if my status changes prior to and during my employment at Range Center, Inc. I am obligated to immediately notify the Human Resources department.

#### PERMISSION FOR DRIVING RECORD CHECK

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Driver's License # \_\_\_\_\_

I have read and understand the above requirement. I hereby authorize Range Center, Inc.'s insurance carrier to examine my driving record and forward information to Range Center, Inc.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Please Read and Sign**

By my signature below, I promise that the information provided in this employment application (and accompanying résumé or documentation, if any) is true and complete, and I understand that any false or misleading information or significant omissions may disqualify me from further consideration from employment, and may lead to my dismissal from employment if discovered at a later date. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. No one other than an officer of Range Center, Inc. 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 and then only in writing signed by an officer.

Signature of Applicant \_\_\_\_\_