



3262 Church Street, Stevens Point, WI 54481
715-344-4210 V/TTY 800-382-8484 V/TTY 715-344-4414 FAX

Applications are available in alternative, accessible formats, as is assistance in completing the application.
This application will remain active for ninety (90) days from the original date of submission.

APPLICATION FOR EMPLOYMENT - Independent Living Services Program

Please print all information.

Position applying for:
How did you hear of the position? JobNet Print Ad Other
Referred by:

All information must be completed even if you are submitting a resume.

PERSONAL INFORMATION. Please list full legal name as it appears on your Social Security card.

Name: Last First Middle Initial

Other names used (including maiden name):

Physical Address: Street City State ZIP

Mailing address (if different from physical address): Street/P.O. Box City State ZIP

Phone Number (with area code): Check one: cell home Alternate/message phone

E-mail address:

Have you resided outside of Wisconsin in the last 7 years? Yes No
If yes, list the state(s) with county, and date(s) you lived there.

Have you ever worked for MILC before? Yes No
If yes, from / / to / / Position:

If hired, can you furnish proof of eligibility to work in the United States? Yes No

Are you 18 years of age or over? Yes No

AVAILABILITY

Total hours available per week: Available to start: / /

Please indicate a.m. or p.m.

Table with columns for days of the week (SUN to SAT) and rows for 'From' and 'To' times.

TRAVEL REQUIREMENT

Position may require work at an offsite location. A valid Wisconsin driver's license and a reliable vehicle *or* an alternate, effective means of transportation is required.

Are you able to meet the travel requirement? ___ Yes ___ No Explain: _____

BACKGROUND

Have you **ever** been convicted of a crime*? ___ Yes ___ No

If yes, list date(s) and crime: _____

Do you have any pending charges against you at this time*? ___ Yes ___ No

If yes, explain: _____

**A yes answer does not automatically disqualify you from employment. The nature of the offense, date and type of job for which you are applying will be considered.*

EDUCATIONAL HISTORY

High School: _____
Name City State ZIP

College/Technical School: _____ Major: _____
Name City State ZIP

Check highest grade completed: High School College Post Graduate
1 2 3 4 1 2 3 4 1 2 3 4

PROFESSIONAL LICENSE AND/OR CERTIFICATION

Job offer of applicable position is made contingent upon proof/verification of these credentials.

Type: _____ Number: _____ State Issued: _____

Issue Date: ___/___/___ Expiration Date: ___/___/___

Type: _____ Number: _____ State Issued: _____

Issue Date: ___/___/___ Expiration Date: ___/___/___

MILITARY RECORD

Branch of Service: _____ From ___/___/___ to ___/___/___

Duties and skills acquired: _____

Date of discharge: ___/___/___

EMPLOYMENT HISTORY. Provide the last five to ten years of employment, beginning with current or most recent employer, paid and/or unpaid. **All** information must be completed even if you are submitting a resume.

1. From: ____/____/____ to ____/____/____ Job Title: _____
Employer Name: _____ Supervisor: _____
Address: _____
Street City State ZIP
Phone (with area code): _____ Fax or email: _____
Explain reason for leaving *or* gap in employment: _____
May be contacted: ___ Yes ___ No

2. From: ____/____/____ to ____/____/____ Job Title: _____
Employer Name: _____ Supervisor: _____
Address: _____
Street City State ZIP
Phone (with area code): _____ Fax or email: _____
Explain reason for leaving *or* gap in employment: _____
May be contacted: ___ Yes ___ No

3. From: ____/____/____ to ____/____/____ Job Title: _____
Employer Name: _____ Supervisor: _____
Address: _____
Street City State ZIP
Phone (with area code): _____ Fax or email: _____
Explain reason for leaving *or* gap in employment: _____
May be contacted: ___ Yes ___ No

4. From: ____/____/____ to ____/____/____ Job Title: _____
Employer Name: _____ Supervisor: _____
Address: _____
Street City State ZIP
Phone (with area code): _____ Fax or email: _____
Explain reason for leaving *or* gap in employment: _____
May be contacted: ___ Yes ___ No

5. From: ____/____/____ to ____/____/____ Job Title: _____
Employer Name: _____ Supervisor: _____
Address: _____
Street City State ZIP
Phone (with area code): _____ Fax or email: _____
Explain reason for leaving *or* gap in employment: _____
May be contacted: ___ Yes ___ No

PROFESSIONAL REFERENCES. Please list three (3) professional references. Professional references include current and/or past supervisor, co-worker, teacher, etc. **Do not include friends or family.**

1. Name: _____ Years Known: _____ Job Title: _____

Address: _____
Street City State ZIP

Phone (with area code): _____ Email: _____

2. Name: _____ Years Known: _____ Job Title: _____

Address: _____
Street City State ZIP

Phone (with area code): _____ Email: _____

3. Name: _____ Years Known: _____ Job Title: _____

Address: _____
Street City State ZIP

Phone (with area code): _____ Email: _____

Please include any other information you think may be helpful to us in considering you for employment, such as additional experiences, skills, qualifications, etc. You may exclude all information indicative of race, national origin, sex, religion, age, disability, marital status, sexual orientation, veteran status or any other characteristic protected by law.

Carefully read this section prior to providing signature.

Midstate Independent Living Choices, Inc. (MILC) is a public non-profit agency serving persons with disabilities of all ages.

As an equal opportunity employer, MILC does not discriminate against qualified applicants in hiring or promoting qualified employees on the basis of age (over 40), race, religion, creed, color, sex, national origin or ancestry, disability or association with a person with a disability, arrest record, conviction record, sexual orientation, marital status, pregnancy or childbirth, military participation, genetic testing, submitting to honesty testing, or use or non-use of lawful products off MILCs premises during non-working hours.

Please initial that you have read and understand the following statements:

____ I hereby authorize persons, schools, my current employer and/or previous employers and organizations named in this application and accompanying resume and any supporting documents, if any, to provide relevant information regarding an employment decision, and I release all such persons from any liability regarding the provision or use of such information.

____ I understand in addition to the required caregiver background check, in accordance with the U.S. Fair Credit Reporting Act, an investigative consumer report (background check) may be conducted by Verified Credentials, Inc. and I authorize the investigation(s) that may be required at any time, prior to or in the course of employment, in connection with an employment decision.

____ If hired, I consent to any Drug Testing that may be required at any time in the course of my employment to determine my ability to perform the duties of my job or other jobs with Midstate Independent Living Choices, Inc.

____ If hired, I agree to adhere to the personnel policies and rules and understand that violation of these may lead to my dismissal.

____ I hereby affirm that the information provided on this application and any supporting documents, if any, are true and complete. I understand that any false or misleading representation or omissions may disqualify me from further consideration for employment and may result in discharge, even if discovered at a later date.

____ I understand that this employment application and any related Midstate Independent Living Choices, Inc. documents are not contracts of employment and, if hired, I may voluntarily leave employment at any time for any reason and, likewise, Midstate Independent Living Choices, Inc. may terminate my employment at any time for any reason. Any representations to the contrary in any related Midstate Independent Living Choices, Inc. document or by a representative of Midstate Independent Living Choices, Inc. should be relied upon or be construed as Midstate Independent Living Choices, Inc. policy.

Signature of applicant: _____ **Date:** _____