



## EVOLVE Adoption & Family Services Application for Employment

Applicant Full Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

Position Applying For: \_\_\_\_\_

### Employment History

Start with your present or most recent job. Include any job-related military service assignments and volunteer activities from the **past 7 years**. You may exclude organizations which indicate race, color, religion, gender, disability, national origin, or other protected status. **You must provide valid phone numbers of your past employers because employment verifications are required by our licensors.** Employment history will only be verified, as a final step of the hiring process (current employer permission on next page).

Employer	Dates of Employment	Job Title
Address	Supervisor	<b>Valid Telephone Number(s)</b>
City, State, Zip	Reason for Leaving	Valid Email Address

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### Education

School/College/University Name	Diploma/Certificate/Degree(s)

**License(s):** A license is required for some positions at EVOLVE Family Services. If a license is required for a position, it is noted within the job description.

License Type	Effective Date

Are you currently employed?  Yes  No

May we contact your current employer?  Yes  No

Are you prevented from lawfully becoming employed in this Country because of Visa or Immigration Status? *Proof of citizenship or Immigration status is required upon employment*  Yes  No

On what date are you available for work? \_\_\_\_\_

Would you consider part time?  Yes  No

Would you consider full time?  Yes  No

Can you travel if a job requires it?

Yes

No

Please list salary range expectation: \_\_\_\_\_

Please list three professional references with emails. No friends or relatives:

Name	Name	Name
Address	Address	Address
City, State, Zip	City, State, Zip	City, State, Zip
Phone(s) and email(s)	Phone(s) and email(s)	Phone(s) and email(s)
Relationship	Relationship	Relationship

*Please Note: Employment at EVOLVE Family Services is contingent on a background study clearance. All applicants will be required to complete a background study in compliance with MN Statute 245C.03. The MN Department of Human Services has outlined criminal history that may be determined as a disqualification for employment as outlined in MN Statute 245C.15. All applicants working within the state of Wisconsin are also required to complete a background study in compliance with WI Statute 111.31.*

**Your application is not complete until the following materials are received: Cover letter that includes a statement on social justice, writing sample (if applicable), application and resume.**

***Equal Opportunity Statement and Non-Discrimination Policy***

*The Board of Directors of EVOLVE is committed to a policy of equal opportunity for all persons. It is the policy of the agency, in recognition of the essential rights of all children and individuals, to provide agency services without regard to race, creed, color, sex, sexual orientation, gender identity, gender expression, union or political affiliation, religion, national origin, citizenship status, age, marital status, disability, or reliance on public assistance except where a bonafide qualification exists.*

**Applicant's Statement**

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time. I understand that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that effect is executed by the employer and employee in writing. In the event of employment, I understand that false, misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of the employer.

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

\_\_\_\_\_  
Date

UPDATED: 07/2021

*Dedicated to a world where everyone has nurturing, permanent, and supportive family relationships.*

**WEST OFFICE**  
8120 Penn Avenue South, Suite 100A  
Bloomington, MN 55431

**TWIN CITIES OFFICE**  
217 Mackubin Street  
Saint Paul, MN 55102

**EAST OFFICE**  
5850 Omaha Avenue North  
Stillwater, MN 55082