

Date _____

Metro Social Services, Inc.

345 University Avenue West, Suite A
St. Paul MN 55114
Office 651-647-0647 Fax 651-647-1075

Employment Application

Name _____ D.O.B. _____

Address _____

City _____ State _____ Zip _____

Phone number/cell phone _____

Position applying for _____

Time and availability

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Evening					

Education

High school (name, and year of graduation)	College (name, and year of graduation)	Technical training (name, and year of graduation)

Volunteer/Work Experience

Please start with most recent volunteer/work experience

Name _____

Start date /end date _____

Position _____

Duties

Address/phone

Reason(s) for leaving

Name _____

Start date /end date _____

Position _____

Duties

Address/phone

Reason(s) for leaving

Name _____

Start date /end date _____

Position _____

Duties

Address/phone

Reason for leaving

What interests you about working for Metro Social Services?

What do you hope to gain from this job?

Please answer the following questions

Are you 18 year old or over?	Yes	No
Have you been convicted of misdemeanor or felony? If yes, state fact and penalty:	Yes	No
Have you ever been discharged from any position? If yes, state circumstances:	Yes	No
Do you have any friends or family who work for MSSSI? If yes, please write their name and state of relationship to this person:	Yes	No

--	--	--

Professional References

List three people who have worked with you and are familiar with your professional skills and abilities. Please do not include friends or relatives. Incomplete information may delay the processing of your application.

Name	Relationship to you	Job title	Company (include address)	Phone Number	Email

My signature below acknowledges that this application has been completed to the best of my abilities. I understand that any false answers or statements on this application will be sufficient grounds for employment denial or immediate dismissal if I am giving a position.

Signature _____ Date _____