

## **PROJECT TURNABOUT**

**660 18<sup>th</sup> Street  
PO Box 116  
Granite Falls MN 56241**

**Telephone: 800-862-1453 – 320-564-4911 – Fax: 320-564-3122**

### **EMPLOYMENT APPLICATION INSTRUCTIONS**

After downloading this PDF file to your computer, open it with Adobe Acrobat. Print the form and complete it. Sign and mail or fax this document to

**Project Turnabout  
Attn: Donna Chmelar  
PO Box 116  
Granite Falls MN 56241  
Fax: 320-564-3122**

Your signature is required on the application, so please either Fax, mail, or hand-deliver it.

# **PROJECT TURNABOUT**

## **Application for Employment**

A completed employment application is required for each desired position. Materials submitted with your application will not be returned. Project Turnabout is an Equal Opportunity Employer.

Date: \_\_\_\_\_

---

### EMPLOYMENT INTEREST

Job Title: \_\_\_\_\_ Date Available: \_\_\_\_\_

Desired Salary Range: \_\_\_\_\_

Are you available to work:  Full Time  Part Time  Temporary  
 Days  Evenings  Overnights

Have you ever applied at this facility?  Yes  No If yes, when? \_\_\_\_\_

---

### PERSONAL DATA

Name (Last) (First) (Middle) Social Security Number  
\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address Home Phone Number  
\_\_\_\_\_

City State Zip Code Cell/Work Phone  
\_\_\_\_\_

Email Address Are you over 18 Years of age?  Yes  No  
\_\_\_\_\_ Are you able to provide proof that you are legally  
authorized to work in the United States?  Yes  No

Have you ever been employed with Project Turnabout?  Yes  No

Position Held \_\_\_\_\_ Dates \_\_\_\_\_

Do you have any friends or relatives employed with Project Turnabout?  Yes  No

Name \_\_\_\_\_ Relationship \_\_\_\_\_

The position for which you applied may require you to drive Project Turnabout vehicles. Should you be offered and accept a position, can you furnish a current, valid Minnesota Driver's License and a copy of your driving record?  Yes  No

## EMPLOYMENT HISTORY

**Please fill out completely. A resume may be attached, but will not be accepted in place of any information required on this form.**

List all employment activity for the past 5 years, starting with your most recent position. Also include any volunteer work which relates to the job for which you are applying. If you were unemployed for any period, state the nature of your activities. As your work experience is an important factor in determining a position for which you are best suited, please complete this application carefully. If you need additional space, please add additional sheets.

---

<b>1. Name of Employer:</b>	<b>Dates (Month &amp; Year)</b>	<b>Job Title:</b>
	From To	
Address	Stating Salary	
	Ending Salary	
Telephone Number	Name and Title of Supervisor	
Reason for Leaving	May we Contact this Employer?	
	{ } Yes { } No	

---

<b>2. Name of Employer:</b>	<b>Dates (Month &amp; Year)</b>	<b>Job Title:</b>
	From To	
Address	Stating Salary	
	Ending Salary	
Telephone Number	Name and Title of Supervisor	
Reason for Leaving	May we Contact this Employer?	
	{ } Yes { } No	

---

<b>3. Name of Employer:</b>	<b>Dates (Month &amp; Year)</b>	<b>Job Title:</b>
	From To	
Address	Stating Salary	
	Ending Salary	



---

---

**Specialized Skills**

Terminal             PC/MAC             Typewriter             Shorthand  
 Word Processing     Spreadsheet        WPM\_\_\_\_            WPM\_\_\_\_  
 Other \_\_\_\_\_

## EDUCATION HISTORY

Name and Address Of School	Course of Study	Years Completed	Diploma Degree
<b>High School</b>			
<b>Undergraduate School</b>			
<b>Graduate Professional</b>			
<b>Other (Specify</b>			

---

**Please list any professional, business, civic activities and offices held:** ( You may exclude any that would reveal any Affirmative Action protected status, such as gender, race, religion, national origin, age ancestry, or disability.)

---

---

---

Have you ever been convicted of a felony as an adult?  Yes       No  
If yes, please explain:

---

I understand that Project Turnabout will verify the statements I have made regarding my education and employment history and that a background study may be completed on me, as mandated by the State of Minnesota Statutes, chapter 245C. I give Project Turnabout consent to conduct a criminal record check. I authorize my past employers and schools to give Project Turnabout work-related information about me. I also understand that all offers of employment are contingent upon receipt of satisfactory verification of employment.

I certify that the answers given in this application are true and correct and that I have not knowingly withheld any facts or circumstances. I understand that all answers given on my application for employment are subject to verification and that should I be employed at Project Turnabout, any misrepresentation or omission of facts on this application may be sufficient reason for termination.





GENDER \_\_\_\_\_  
RACE \_\_\_\_\_  
DISABILITY \_\_\_\_\_  
OTHER \_\_\_\_\_  
REFERRAL SOURCE \_\_\_\_\_  
EEO1 CATEGORY \_\_\_\_\_  
DISPOSITION \_\_\_\_\_

POSITION(S) APPLIED FOR IS OPEN      {} Yes   {} No      Date:  
POSITION(S) CONSIDERED FOR:

HIRED POSITION \_\_\_\_\_      YES      NO      START DATE: \_\_\_\_\_