



Application for Employment

The Bridge for Youth is an equal opportunity employer. The company's policy is not to discriminate against any applicant or employee based on race, color, gender, gender identification, sexual orientation, religion, national origin, age, disability, or any other as is protected by applicable federal, state, or local laws.

Position for which you are applying Date of Application

Last Name First Name Middle Name

Street Address City State Zip

Telephone #: Email:

Have you ever been employed, volunteered, or interned at The Bridge for Youth before? Yes No

If yes, please give date(s) and position(s):

Are you related to an employee, volunteer, or intern of The Bridge for Youth? Yes No

If yes, to whom are you related and what is their position?

Will you now, or in the future, require sponsorship for employment visa status (e.g. H 1-B visa status)?

Yes No

Date available for work: Desired salary range:

Type of employment desired: Full time Part time Temporary Seasonal

Do you have a valid driver's license (if driving is required for position)?

Yes No Restricted Suspended

Skills & Qualifications

Summarize any special training, skill, licenses and/or certificates that may assist you in performing the position for which you are applying.

Education History

Table with 2 columns: Institution (Schools, Colleges/Universities, Other Training(s)) and Qualifications Gained.



**Employment History**

Starting with your most recent employer, provide the following information: Please use additional paper to provide work history, if necessary.

**1. Employer Name:** \_\_\_\_\_ **Dates of Employment:** \_\_\_\_\_

Job Title (starting/ending): \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Telephone #: \_\_\_\_\_

May we contact for job reference?  Yes  No  Later

Reason for leaving: \_\_\_\_\_

Summarize the type of work performed and job responsibilities:

**2. Employer Name:** \_\_\_\_\_ **Dates of Employment:** \_\_\_\_\_

Job Title (starting/ending): \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Telephone #: \_\_\_\_\_

May we contact for job reference?  Yes  No  Later

Reason for leaving: \_\_\_\_\_

Summarize the type of work performed and job responsibilities:

**3. Employer Name:** \_\_\_\_\_ **Dates of Employment:** \_\_\_\_\_

Job Title (starting/ending): \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Telephone #: \_\_\_\_\_

May we contact for job reference?  Yes  No  Later

Reason for leaving: \_\_\_\_\_

Summarize the type of work performed and job responsibilities:



**References**

Provide all information for three professional references. References may *not* be related to you. All must be professional in nature (current/former supervisors or coworkers), and at least one current or former supervisor is required.

<b>Name of Reference</b>	<b>Title</b>	<b>Years known</b>	<b>Relationship to You</b>	<b>Telephone Number</b>
<b>EXAMPLE John Doe</b>	<b>Program Manager</b>	<b>3</b>	<b>Current Supervisor</b>	<b>(555) 555-5555</b>



**Applicant Statement**

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete, and correct.

I expressly authorize, without reservation, the employers, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institution and otherwise verify the accuracy of all information provided by me in this application, resume' or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-09 Form in this regard.

**This company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting of excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. This company likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. The company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.**

I understand that any misrepresentation or omission of facts called for may result in refusal to hire, or if hired, may result in my dismissal at any time regardless of when the false answer or omissions are discovered.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT**

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



## Applicant Survey Form

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Last Name

First Name

Middle Initial(s)

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Date

Position(s) for which you are applying

**Please read carefully:** As an affirmative action employer, we must monitor our equal employment opportunity and affirmative action program and report the results to government agencies. Please help us gather this information by identifying your race/ethnicity, disability status, and gender identity on this form.

Providing this information is **completely voluntary**. If you choose not to provide some or all of this information, you will not be subject to any negative or adverse treatment.

The information you provide will be used only to monitor our compliance with equal opportunity laws and regulations and *for no other purpose*.<sup>\*</sup> When we receive this form, we will immediately place it in a confidential file separate from your application. If you wish, you may mail this form to us in an envelope separate from the one that contains your application. Mail the form to: The Bridge for Youth – ATTN: Human Resources, 1111 W 22<sup>nd</sup> St, Minneapolis, MN 55405

### Race/ Ethnicity – Select one or more

American Indian or Alaska Native: A person having origins in any of the original peoples of North and/or South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American: A person having origins in any of the Black racial groups of Africa.

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin, regardless of race.

Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White: A person having origins in any of the original peoples of Europe or SWANA (Southwest Asia and North Africa – also referred to as the Middle East).

Do not wish to answer

### Disability – Are you a person with a disability?

Yes  No  Do not wish to answer

### Gender Identity – Select one

Female-identifying  Male-identifying  Non-Binary/Gender Non-conforming  Do not wish to answer

**\*This form is *not* used for employment decisions.** If you have a disability and need an accommodation so that you can perform the duties of the job for which you are applying, please notify us in some other manner.