



WEST WIND VILLAGE

Employee Application

West Wind Village is an Equal Opportunity Employer abiding by the applicable Affirmative Action Laws. We will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, gender, disability, age, marital status, or status with regard to public assistance or sexual orientation in hiring or other terms or conditions of employment. The purpose of this application is to gain a clear understanding of your background and work history which will aid us in placing you in the position that best meets your qualifications and our needs. It is important that each question be answered fully and truthfully.

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GENERAL INFORMATION

Date of application: _____ Title of position(s) applied for: _____

Are you applying for (check all that apply): Full-time____ Part-time____

Date available for work: _____ Telephone number: _____

Name: _____ Social Security Number: _____

Address: _____
(Street) (City) (State) (Zip Code)

- < Have you been known by any other name? Yes No
If yes, please state previous name _____
- < Are you at least 18 years of age? Yes No
- < Have you ever been convicted of a felony? Yes No
If yes, please explain on a separate sheet of paper.
(Answering "yes" will not automatically disqualify you for employment)
- < Is adequate transportation available so that you can get to work on time? Yes No
- < Have you ever applied here or been employed here before? Yes No
- < Have you ever worked for any other company within the St. Francis Health Services' Organization?
(See list of facilities at end of application.) Yes No
- < Where did you hear about this position? _____

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EDUCATION

Junior College, Four-year College, Vocational/Technical Training

School	Address	Degree	Major
_____	_____	_____	_____
_____	_____	_____	_____

High School

School	Address
_____	_____
_____	_____

Describe any other training or experience, paid or unpaid, you have had that would help you on this job.
Be Specific.

Current licenses or certificates held: _____

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EMPLOYMENT HISTORY

List most recent first:

1) Employer _____ Address _____
Dates of employment _____ to _____ Position _____
Briefly describe your duties at this position:

Reason for leaving:

May we contact? ___Yes ___No Telephone Number: _____

Wage upon termination _____/hour.

2) Employer _____ Address _____
Dates of employment _____ to _____ Position _____
Briefly describe your duties at this position:

Reason for leaving:

May we contact? ___Yes ___No Telephone Number: _____

Wage upon termination _____/hour.

3) Employer _____ Address _____
Dates of employment _____ to _____ Position _____
Briefly describe your duties at this position:

Reason for leaving:

May we contact? ___Yes ___No Telephone Number: _____

Wage upon termination _____/hour.

If you are applying for a professional position, (e.g. registered nurse, physical therapist, dietitian), please state whether or not a claim (lawsuit) has been brought against you alleging professional malpractice. (Answering yes will not automatically disqualify you from employment. If yes, on a separate sheet provided, please give further explanation of the circumstances of the lawsuit, including its disposition.)

___Yes ___No

	Franciscan Health Center	Duluth, MN					
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PRAIRIE COMMUNITY SERVICES – LOCATIONS/GROUP HOMES

Please check below which company you have worked for and the dates you were employed:

ck	Facility	Location	Dates of service	ck	Facility	Location	Dates of service
	Applewood Home	Fairfax, MN			Lanewood Home	Badger, MN	
	Arlington Home	Fergus Falls, MN			Lindenwood Home	Madison, MN	
	Ashwood Home	Alexandria, MN			Maplewood Home	Alexandria, MN	
	Autumnwood Home	Mankato, MN			Meadowland	Hancock, MN	
	Basswood Home	Browerville, MN			Moorwood Home	Alexandria, MN	
	Baywood Home	Olivia, MN			Morris Corporate Off.	Morris, MN	
	Beachwood Home	Spicer, MN			Northwood Home	RedLake Falls, MN	
	Birchwood Home	Alexandria, MN			Oakwood Home	ThiefRiverFalls,MN	
	Briarwood Home	Fergus Falls, MN			Olivewood Home	Olivia, MN	
	Cedar Home	Fergus Falls, MN			Otterwood Home	Fergus Falls, MN	
	Centrewood Home	Sauk Centre, MN			Parkview Home	Hancock, MN	
	Cherrywood Home	Marshall, MN			Pinewood Home	Alexandria, MN	
	Clearwood Home	RedLake Falls, MN			Prairiewood Home	Alexandria, MN	
	Courtwood Home	Roseau, MN			Ravenwood Home (aka Hoffman Home)	Morris, MN	
	Crestwood Home	Roseau, MN			Ridgewood Home	Fergus Falls, MN	
	Crosswood Home (aka Steffen Home)	Barrett, MN			Riverwood Home	ThiefRiverFalls,MN	
	CSP/THP	Hancock, MN			Rosewood Home	Alexandria, MN	
	Deerwood Home	New London, MN			Runewood Home	Alexandria, MN	
	Douglas Home	Fergus Falls, MN			Sagewood Home	Marshall, MN	
	Driftwood Home	Morris, MN			Sandalwood Home	Fairfax, MN	
	Eaglewood Home	Morris, MN			Scenicwood Home	Alexandria, MN	
	Eastwood Home	Redwood Falls, MN			Sherwood Home	Alexandria, MN	
	Edgewood Home	ThiefRiver Falls, MN			Shorewood Home	Starbuck, MN	
	Elkwood Home	Warroad, MN			Spiritwood Home	Spicer, MN	
	Elmwood Home	Elbow Lake, MN			Sprucewood Home	Benson, MN	
	Everwood Home	Morris, MN			Starwood Home (aka Starbuck Home)	Starbuck, MN	
	Fleetwood Home	Alexandria, MN			Sunwood Home	ThiefRiverFalls,MN	
	Glenwood Home	Glenwood, MN			Tigerwood Home	Morris, MN	
	GranitewoodHome	Ortonville, MN			Tokawood Home	Alexandria, MN	
	Greenwood Home	Greenbush, MN			Trailwood Home	Fergus Falls, MN	
	Hanson Home	ThiefRiver Falls, MN			Valewood Home	Marshall, MN	
	Havenwood Home	Wheaton, MN			Wedgewood Home	Browerville, MN	
	Heartwood Home (aka Kooda Home)	Morris, MN			Westwood Home	Redwood Falls,MN	
	HJ Jensen Home	Alexandria, MN			Williams Home	Hancock, MN	
	Inglewood Home	Marshall, MN			Willow Home	Fairfax, MN	
	Ironwood Home	Perham, MN			Windwood Home	Marshall, MN	
	Knollwood Home	Fairfax, MN			Woodland Home	Morris, MN	
	Lakewood Home	Spicer, MN			Wrenwood Home	Renville, MN	

FOR HUMAN RESOURCE USE ONLY

Entered on app log by: _____ Date: _____

Interviewed by: _____ Date: _____

Date to start work: _____ Wage: _____

Verified employment (hours, PLT, benefits, etc.) with other facility within St. Francis Health Services.

____ Yes ____ N/A

Comments:

Employee Application 02.09.09

NOT USED FOR EMPLOYMENT DECISIONS

**West Wind Village
1001 Scott Avenue
Morris, MN 56267**

An Equal Opportunity, Affirmative Action Employer

Equal Opportunity Survey Form

Last name First name Middle initial(s) (Area Code) Phone

Street City State Zip

Date Position (s) applied for

Please read carefully:

As an affirmative action employer, we must monitor our equal employment opportunity and affirmative action program, and report the results to the Minnesota Department of Human Rights. Please help us gather this information by identifying your sex, race or ethnicity, and disability status on this form.

Providing this information is **completely voluntary**. If you do not provide some or all of this information, no negative action or adverse treatment will result.

The information you provide will be used **only** to monitor our compliance with equal opportunity laws and regulations, and *for no other purpose*. When we receive this form, we will immediately place it in a confidential file.

1. Race/Ethnicity – Select one or more

- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic or Latino
- Native Hawaiian or Other Pacific Islander
- White

2. Gender

- Female
- Male

3. Disability Status

- I have a disability.
- Yes
 - No

Disability is defined as any person who has a physical, sensory, or mental impairment which “materially” (Minnesota) or “substantially (Federal) limits one or more major life activity or has a record of or is regarded as having such an impairment.

Major life function is defined as an activity that the general population can do with little or no effort. Examples of major life functions are sitting, standing, lifting, reaching, hearing, breathing, seeing, speaking, walking, performing manual tasks, caring for oneself, learning or working.

THIS FORM IS NOT USED FOR EMPLOYMENT DECISIONS. If you have a disability and need an accommodation so that you can perform the essential duties of your job or of a job for which you are applying, please notify us by completing the “Employee Request for Accommodation” form located in the Human Resource Department.