



Employee Application

First Name (required)

Last Name (required)

Middle Name

Preferred Name

Available to Start Date (required)

Desired Wage (required)

Have you worked with us before? (required)

Email Address (required)

Cell Phone Number (required)

Address: (required)

Have you applied for a job with us before? (required)

Referred by

How did you hear about us?

Work History 1

Company Name (required)

Position (required)

Start and End Date (required)

Currently Employed Here ☐

May we contact your present employer?

☐ Yes ☐ No

Responsibilities

Work History 2

Company Name (required)	Position (required)
<input type="text"/>	<input type="text"/>
Start and End Date (required)	Currently Employed Here <input type="checkbox"/>
<input type="text"/>	May we contact this employer? Yes No
Responsibilities	
<input type="text"/>	

Work History 3

Company Name (required)	Position (required)
<input type="text"/>	<input type="text"/>
Start and End Date (required)	Currently Employed Here <input type="checkbox"/>
<input type="text"/>	May we contact this employer? Yes No
Responsibilities	
<input type="text"/>	

Education History – Highest Level obtained

School Name (required)	School Type (required)
<input type="text"/>	<input type="text"/>
Area of Study (required)	Did you Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="text"/>	
City and State (required)	
<input type="text"/>	

Do you have any relatives employed by this organization?

Do you now, or will you in the future, require immigration sponsorship for work authorization (e.g., H-1B)? (if hired, verification will be required consistent with federal law.) (required)

☐ Yes ☐ No

Are you at least 18 years old? (if no, you may be required to provide authorization to work) (required)

☐ Yes ☐ No

Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accommodation? (required)

☐ Yes ☐ No

Information

TRANSEM- Transitional Supported Employment of Minnesota Inc. is an Equal Opportunity Employer. Company provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type in regards to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, gender identity or expression, marital status, genetics, physical or mental disability, military status or unfavorable discharge from military service, or any other characteristic protected by Federal, State or Local laws.

For assistance or to request a reasonable accommodation in completing TRANSEM's employment application, please reach out via email at vgallagher@transemfm.org or by phone at 701-388-4865.

Acknowledgement

By submitting your application you hereby certify that the facts set forth in the above employment application are true and complete to the best of your knowledge.

I have disclosed all information that is relevant and should be considered applicable to my candidacy for employment.

I understand, where permissible under applicable state and local law, I may be subject to a preemployment drug test after receiving a conditional offer of employment, and must receive a negative result for illegal drug use before being permitted to commence work with TRANSEM. I understand, where permissible under applicable state and local law, I may be subject to a pre-employment medical examination after receiving a conditional offer of employment, and must meet the qualifications for the position, with or without reasonable accommodation, before being permitted to commence work with Company. I understand, where permissible under applicable state and local law, I may be subject to a pre-employment background check after receiving a conditional offer of employment to

investigate my criminal background and other matters related to my suitability for employment.

I hereby certify that the information given by me is true in all respects. I authorize TRANSEM to contact my prior employers and all others (with the exception of my current employer, only if I have marked "May we contact your present employer" on this applicable as "No") for the purpose of verification of the information I have supplied and release same from any liability resulting from the information released. I authorize, employers, schools and other persons named on this application to provide any information or transcripts requested.

I understand employment with TRANSEM is also contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States. If employed, I understand that as a condition of employment that I may be required to agree to and sign a non-solicitation, non-disclosure, and/or other similar agreements. I also agree to notify the organization during the pre-employment process of any non-solicitation, non-disclosure, and/or other similar agreements that I may have already signed with current and former employers. I expressly understand and agree that, if employed, my employment, having no specified term, is based upon mutual consent and may be terminated at will, with or without cause, by either party (TRANSEM or me) without prior notice to the other, unless otherwise prohibited by law.

I understand that no representation, whether oral or written, by any representative or agent of TRANSEM, at any time, can constitute an implied or express contract of employment. I further understand no representative or agent of TRANSEM has the authority to enter into an agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit or other terms or condition of employment other than in a document signed by an authorized representative.

I understand that the technical processing and transmission of the application, including my personal information, may involve (a) transmissions over various networks, including the transfer of this information to the United States and/or other countries for storage, processing and use by TRANSEM, its affiliates, and their agents; and (b) changes to conform and adapt to technical requirements of connecting networks and devices.

I certify that all of the above information is true and complete, and I understand that any falsification or omission of information may disqualify me from further consideration for employment or, if hired, may result in termination regardless of the time elapsed before discovery.

Note: An offer of employment is conditioned upon complying with TRANSEM's requirements including, but not limited to, signing a consent to conduct a background investigation.

By typing my name below, I acknowledge that this typed name constitutes my electronic signature, equivalent in validity to my handwritten signature, and I authorize the use of this electronic form for employment purposes.

☐

I have read and accept the above acknowledgement (required)

Signature

