



COTTONWOOD, INC.

2801 W. 31st Street

Lawrence, Kansas 66047

Revised 1/12

Phone: 785-842-0550

Fax: 785-840-1516

• APPLICATION FOR EMPLOYMENT

Arrangements will be made if you have a disability that requires an accommodation in completing this application form or in interviewing. Please notify the person who gave you this application so necessary arrangements can be made.

• APPLICANT NOTE

Please answer every question on this application completely and accurately without concealing or omitting any information. If you do not, and you are hired, you could lose your job regardless of length of employment.

This application is just that -- an application. It isn't a promise of an interview, an offer, promise or contract of employment, either expressed or implied. ***Cottonwood will contact only those applicants selected to be interviewed.*** All qualified applicants for any position will receive consideration without discrimination because of: race, color, religion, sex, sexual orientation, age, ancestry, marital or veteran status, the presence of disabilities, or any other characteristic protected by law.

• PERSONAL INFORMATION

• PLEASE PRINT CLEARLY. Incomplete or illegible applications will not be considered.

Dark ink preferred for readability

Today's Date _____

(Print) **Full** Name _____
Last First Middle Initial

Other Names Under Which Records May be Obtained (maiden, married) _____

Present Address _____
Number/Street City State Zip Code

E-Mail Address _____ Phone Numbers: Home ()
Cell ()

Social Security Number _____ Other ()

How were you referred to Cottonwood, Inc.? Newspaper Ad Employment Agency Friend
 Relative Cottonwood Employee Walk-In Website Other _____

If Cottonwood employee or friend, who _____

Have you applied for employment with Cottonwood, Inc. before? Yes No

Have you ever been employed by Cottonwood, Inc.? Yes No Ever worked here as a temp? Y N

If yes, when? _____ Who was your Supervisor? _____

Are you currently employed? Yes No If yes, may we contact your present employer? Yes No

• JOB INTEREST

From the vacant positions listed on the bulletin board what position(s) would you like to apply for:

1st Choice _____ Job Posting # (Required) _____

2nd Choice _____ Job Posting # (Required) _____

Have you been given a job description or had the requirements explained to you? Yes No

If so, do you understand these requirements? Yes No

If so, can you perform the requirements of this job with or without accommodation? Yes No

If No, please explain _____

Are you under the age of 18? Yes No Do you have a valid driver's license? Yes No
DL# _____ Type _____ State of Issue _____

Have you had any moving violations-in the last 5 years? Yes No Include speeding ticket(s).
If yes, please describe. _____

Are you prevented from lawfully becoming employed in the USA because of Visa or Immigration Status? Yes No
(Proof of citizenship or immigration status will be required upon employment.)

Have you been convicted of a felony within, the last 7 years? Yes No
(Conviction will not necessarily disqualify an applicant from employment.)

If yes, please explain. (What felony and when)? _____

• AVAILABILITY

Are you interested in working: Full Time Part-Time Temporary
(match with posting schedule)*

Are you currently on "lay-off" status and subject to recall? Yes No

If hired, when would you be available to start? _____

Which schedules would you prefer, if hired? Check all that apply: Weekdays Weekends
 Evenings Sleepovers Nights Overtime Shift Other _____

* (must correspond with position applied for — Position Vacancy posting will specify schedule)

• EDUCATION

All Cottonwood positions require HS diploma or GED. If you have neither, you can stop here.

Circle highest grade completed in school: 8 or less 9 10 11 12 GED

Name of High School _____ City/State _____

Circle year of college, technical or business school: 1 2 3 4 5 Diploma? Yes No

Current/last college attended _____ City/State _____

Major or area of study _____

List any other skills, licenses or certificates you have that are related to this job or Cottonwood

List any volunteer activities you've done that relate to this job or Cottonwood

List professional, trade, business or civic activities and offices held that you feel would be of value to this job or Cottonwood. You may exclude membership which would reveal gender, race, religion, national origin, age ancestry, disability or any other protected status.

• WORK HISTORY

Begin with your present or most recent job. Include any job-related military service assignment. You may exclude organizations which indicate race, religion, age, gender, national origin, disabilities or any other protected status.

Employer	Address	City/State
<u>Dates Employed (Month & Year)</u> Start End	<u>Last Pay Rate</u>	<u>Name of Supervisor</u>
<u>Job Title</u>	<u>Reason for Leaving</u>	<u>Phone Number</u> ()
Job was: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary Are you eligible for rehire? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Job duties were: _____		

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Job was: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary Are you eligible for rehire? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Job duties were: _____		

• PERSONAL REFERENCES

Do not list any relatives or previous employers — a reference should be someone who has known you well for several years.

Reference #1	Reference #2	Reference #3
Name:	Name:	Name:
Address:	Address:	Address:
City: State:	City: State:	City: State:
Phone: ()	Phone: ()	Phone: ()

• APPLICANT STATEMENT

Read thoroughly before signing – ask for clarification if there is something you don't understand.

I certify that answers given in this application are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this "Application for Employment" as may be necessary in arriving at an employment decision. I authorize any agent of Cottonwood, Inc. to contact previous employers and my personal references for the purpose of verifying any information given in this application and for references regarding my character and work history. I further authorize any agent of Cottonwood to do a background check through one or more of the following: Kansas SRS Adult and Medical Protective Services Central Registry of Confirmed Perpetrators of abuse, neglect and/or exploitation (ANE) of vulnerable adults; SRS Children and Family Services to check for (ANE) of juveniles, KDHE Health Occupations Credentialing Office to check for (ANE) of anyone served in one of their licensed facilities; and/or any law enforcement agency (state or federal) for any criminal record (ie; KBI). Furthermore, I hereby authorize any and all previous employers, personal references, Kansas SRS, KDHE and state and federal law enforcement agencies to release information to Cottonwood, Inc. I also authorize any agent of Cottonwood to access and print my Motor Vehicle Record (MVR) from the internet — upon employment, and also anytime during employment with Cottonwood, in order to satisfy the insurance carrier of my satisfactory driving record.

This application for employment shall be considered active for a period of time not to exceed 60 days. (Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.)

I hereby understand and acknowledge that any employment relationship with Cottonwood, Inc. is of an "at will" nature, which means that the employee may resign at any time and Cottonwood, Inc. may discharge the employee at any time (following the procedures outlined in Cottonwood, Inc. policy) with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document, or verbally, unless such change is specifically acknowledged in writing by an authorized executive of Cottonwood, Inc.

In the event of employment by Cottonwood, Inc., I understand that:

- False or misleading information given in my application or interview(s) may result in discharge.
- I will be required to authorize downloading a current Motor Vehicle Record at my expense.
- I will be required to abide by all Policies and Procedures of Cottonwood, Inc.
- I will be required to satisfactorily complete all required training within time allowed.
- I will be expected to stay informed of all current and revised rules, Policies and Procedures.

Signature of Applicant

Date