



PEOPLES DEVELOPMENT SERVICES (PDS)

665 Snelling Ave N, St. Paul, MN 55104

612-332-9124 Fax: 612-332-9867

EMPLOYMENT APPLICATION

Please complete all applicable sections. Do not include Social Security number, date of birth, or other sensitive background-study information on this application.

POSITION & APPLICANT INFORMATION

Date of Application _____	Position(s) Applied For _____
Full Name _____	Preferred Phone / Email _____
Address _____	City / State / ZIP _____
How did you hear about PDS? ☐ PDS Website ☐ Indeed/Job Board ☐ Employee Referral	☐ College/University ☐ Community Referral ☐ Other: _____

AVAILABILITY & WORK AUTHORIZATION

Available Start Date: _____	Employment Preference: ☐ Full-Time ☐ Part-Time ☐ Contract ☐ Internship/Practicum
Typical Availability: ☐ Days ☐ Evenings ☐ Weekends ☐ Flexible	Legally authorized to work in U.S.? ☐ Yes ☐ No
Will you require employment sponsorship? ☐ Yes ☐ No	Can you meet essential duties, with or without reasonable accommodation? ☐ Yes ☐ No

EDUCATION

School Type	School / Location	Degree / Major	Graduation Date
High School			
College / University			
Graduate School			
Technical / Vocational			

LICENSES, CERTIFICATIONS & PROFESSIONAL CREDENTIALS

License / Certification	License/Credential No.	State	Expiration Date

PROFESSIONAL SKILLS & TRAINING

Computer / Software Skills: _____
Languages (include proficiency if helpful): _____
Relevant Training / Courses / Other Professional Skills: _____

EMPLOYMENT HISTORY — EMPLOYER 1

Employer / Organization _____	Job Title _____	Dates Worked From _____ To _____
Supervisor / Phone _____	May we contact? ☐ Yes ☐ No	Reason for Leaving _____
Major Duties / Accomplishments _____		



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EMPLOYMENT HISTORY — EMPLOYERS 2 & 3

Employer / Organization _____	Job Title _____	Dates Worked From _____ To _____
Supervisor / Phone _____	May we contact? ☐ Yes ☐ No	Reason for Leaving _____
Major Duties / Accomplishments _____		
Employer / Organization _____	Job Title _____	Dates Worked From _____ To _____
Supervisor / Phone _____	May we contact? ☐ Yes ☐ No	Reason for Leaving _____
Major Duties / Accomplishments _____		

CLINICAL INTERNSHIP / PRACTICUM / FIELD EXPERIENCE

Have you completed a clinical internship, practicum, field placement, or supervised clinical experience? ☐ Yes ☐ No	
Agency / Organization _____	Program / Department _____
Position / Role _____	Supervisor / Phone _____
Dates From _____ To _____	Hours Completed _____ Primary Population Served _____
Major Responsibilities / Clinical Experience: _____ _____	
Clinical Skills / Services: ☐ Assessment ☐ Case Management ☐ Individual Therapy ☐ Group Therapy ☐ Crisis Intervention ☐ Service Planning ☐ Documentation / Clinical Notes ☐ Community-Based Services ☐ Other: _____	

PROFESSIONAL REFERENCES

Provide three professional references who can speak to your work, education, training, or professional skills. Please do not list relatives unless they supervised you professionally.

Name	Job Title / Organization	Relationship	Phone	Email

ADDITIONAL INFORMATION

Relevant volunteer, community, leadership, or professional activities: _____
Why are you interested in working with PDS? _____

APPLICANT STATEMENT & SIGNATURE

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that PDS may verify information relevant to my qualifications and may contact references and employers as permitted by law and as indicated above. I understand that employment is contingent upon meeting position requirements and, when applicable, completion of required licensing, credentialing, and background-study processes. I understand that this application does not create an employment contract.

Applicant Signature _____	Date _____
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Equal Opportunity: PDS considers applicants based on qualifications and business needs and does not discriminate in employment in violation of applicable federal, state, or local law.



PEOPLES DEVELOPMENT SERVICES (PDS), LLC

EMPLOYMENT CONSENTS & AUTHORIZATIONS

Complete this page when requested by PDS. Sensitive background-study information should be provided only through the secure process/forms designated by PDS.

1. AUTHORIZATION TO VERIFY EMPLOYMENT, EDUCATION & REFERENCES

I authorize Peoples Development Services (PDS), LLC and its authorized representatives to verify information relevant to my application, including employment history, education, professional credentials, training, and references. I authorize current or former employers, educational institutions, licensing or credentialing organizations, and professional references to provide information relevant to my qualifications, subject to applicable law. I understand that PDS will use the information for employment-related purposes and will limit access to authorized personnel.

Applicant Name _____	Date _____
Signature _____	Phone / Email _____

2. PROFESSIONAL REFERENCE CONTACT CONSENT

I understand that PDS may contact the professional references I listed on my application to discuss my professional qualifications, work performance, education, training, reliability, communication, and suitability for the position.

Reference	May Contact?
1. _____	☐ Yes ☐ No
2. _____	☐ Yes ☐ No
3. _____	☐ Yes ☐ No

3. BACKGROUND STUDY ACKNOWLEDGMENT

Some PDS positions may require a Minnesota Department of Human Services (DHS) background study or another legally required screening because of the duties of the position and/or the population served. If a background study is required, PDS will provide the applicable DHS/NETStudy 2.0 forms, privacy notice, disclosures, and secure submission process. Applicants should not place Social Security numbers, dates of birth, driver's-license numbers, or other sensitive background-study information on this general employment application.

Applicant acknowledgment: I understand that employment in certain positions may be contingent upon successful completion of required background-study and credentialing processes, as applicable to the position.

Applicant Signature _____	Date _____
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4. OPTIONAL COMMUNICATION CONSENT

PDS may contact me regarding my application by: ☐ Phone ☐ Email ☐ Text message (where permitted) ☐ Other: _____



PEOPLES DEVELOPMENT SERVICES (PDS), LLC

APPLICANT PRIVACY & BACKGROUND-STUDY NOTICE

General employment application privacy notice — use with the current DHS/NETStudy 2.0 privacy notice when a DHS background study is required.

Purpose of Information Collection

PDS collects information in an employment application to evaluate an applicant's qualifications, communicate with the applicant, conduct authorized employment verification, and make employment decisions. Information should be relevant to the position and provided voluntarily unless a legal or job-related requirement applies.

Sensitive Information

Do not place Social Security numbers, dates of birth, driver's-license numbers, financial account information, medical information, or other highly sensitive information on the general employment application unless PDS specifically provides a secure form or system that requires it. Background-study information must be collected and processed through the applicable secure process.

Background Studies

Certain Minnesota-regulated programs require background studies for employees who have direct contact with persons served. Minnesota law provides that background-study data obtained by the Department of Human Services is private data on individuals. The applicable background-study process may require identity information, residential history, consent, and fingerprints/photo as prescribed by law and the DHS system. PDS will provide the required notice and forms before initiating a study.

Use, Access & Disclosure

PDS will use applicant information for legitimate employment, credentialing, compliance, and operational purposes. Access should be limited to individuals with a business need to know and to authorized vendors or government entities when permitted or required by law. Information may be disclosed when necessary to comply with legal, regulatory, licensing, contractual, or court requirements.

Applicant Rights

Applicants may have rights under applicable federal and Minnesota law regarding personal data, background-study information, employment records, and the accuracy of information used in employment decisions. When a DHS background study is required, the applicant will receive the current DHS privacy notice and information about applicable review, notice, and challenge rights through the required process.

Retention & Security

PDS will maintain employment application and screening records according to applicable law, licensing requirements, contractual requirements, and PDS record-retention policies. Reasonable administrative, technical, and physical safeguards should be used to protect applicant information from unauthorized access, use, or disclosure.

IMPORTANT: This page is a general PDS applicant privacy notice and is not intended to replace a Minnesota DHS-required background-study privacy notice or any government form. When a DHS background study is required, PDS should provide the current DHS/NETStudy 2.0 notice and required forms before initiating the study.

Applicant Name _____	Date _____
Applicant Signature _____	Position Applied For _____