

Employment Application

This is a Smoke & Drug Free Workplace offering Equal Employment Opportunities. Applications are received and employees are hired without regard to race, creed, color, sex, religion, age, genetic information, national origin, physical or mental handicap, disability, veteran's status, citizenship status, or any other protected classes under state, local or county regulations. The receipt of this application does not mean that job openings exist and does not obligate us in any way. We appreciate your interest in our organization.

Your Personal Information

Last Name _____ First Name _____ Middle Initial _____

Cell Phone _____ Email _____

Address _____

City _____ State _____ Zip Code _____

Work History

Must be completed even when accompanied by resume. List most recent or current job first.

Employer _____

Address (City, State, Zip) _____

Job Title _____ Reason for Leaving _____

Dates Employed	
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From (mm/yyyy)	To (mm/yyyy)

Employer _____

Address (City, State, Zip) _____

Job Title _____ Reason for Leaving _____

Dates Employed

From (mm/yyyy)	To (mm/yyyy)

Employer _____

Address (City, State, Zip) _____

Job Title _____ Reason for Leaving _____

Dates Employed

From (mm/yyyy)	To (mm/yyyy)

*** If you need more space, photocopy this blank page and attach to application***

Tell Us About Yourself

You must answer **every** question on this application. If a question does not apply, put "N/A."

What position are you applying for? _____

How were you referred to us? _____

Have you completed an application here before? Yes No

• If yes, date/location _____

Have you been employed here before? Yes No

• If yes, date/location _____

Are you available to work (*Check all that apply*): Full Time Part Time Seasonal

Are there any days or times you are not available to work? Yes No

(Reasonable accommodation of religious needs that do not create an undue hardship will be considered, if applicable)

• If yes, please list the days/times you are not available to work

If necessary, can you provide proof that you are over any minimum work age requirement? Yes No

Are you willing to work overtime? Yes No Do you have steady transportation to work? Yes No

Can you travel if required? Yes No If yes, what percentage of time? _____

Are you on a layoff and subject to recall? Yes No May we contact your present employer? Yes No

Are you now, or do you expect to be, engaged in any other business or employment while working here? Yes No

• If yes, please explain

Are you presently an officer, employee, of another business in our industry or with whom we compete? Yes No

If yes, please explain

Have you ever been terminated or asked to resign from a job? Yes No

If yes, please explain

Are you legally eligible to work in the United States? Yes No (Proof of citizenship status/identity required upon hire)

Educational Background

School	Did you graduate?	Years completed	Degree received and Major subject	Name of School	Location
High School					
Trade, Business, or Correspondence					
College					
Graduate School					

Tell Us About Your Driving Record

Necessary for positions that may require use of a personal or company vehicle for work.

Do you hold a valid Driver's License that is not currently suspended or revoked? Yes No

If yes, provide the state _____

Have you been convicted of any moving violation(s) in the last five years? Yes No

If yes, give date(s) and explanation of each

Military Service

Branch of Service _____ Rank at Discharge _____

List Duties and Special Trainings and/or Skills

Tell Us About Any Records

Have you ever been convicted of, received a sentence for, pled nolo contendere (no contest) to, been placed on probation, or fined by any judicial or quasi-judicial body for a crime, other than a minor traffic violation? (Arrest records and juvenile, sealed and expunged records should not be disclosed. Any other criminal record not disclosed by you may be considered falsification of this application, which may result in revocation of your employment offer or termination of your employment. Also, in accordance with any state or federal regulations, you may be required to provide copies of any criminal records. See below for specific instructions related to the state in which you are applying for employment. If the state in which you are applying for employment is not listed, answer this question as worded.)

Answering "yes" to this question is not an automatic bar to employment.

Yes No

If yes, describe the details of the conviction/offense, the sentence for the conviction/offense, the date of the conviction/offense (month and year), and your rehabilitation since then:*

**North Dakota Candidates: List felony convictions only*

Agreement and Release

For the purpose of this agreement and release, the organization that has provided you with this application is referred to as "the company," "this company," or "you" in the following paragraphs: The facts set forth above in my application for employment are true and complete. I understand that false statements or omission of information on this application (even if discovered after employment) or any other employment form may lead to dismissal or denial of employment. You are hereby authorized to make any investigation of my personal history, financial, criminal, credit, and motor vehicle records through any investigative or credit agencies or bureaus of your choice. You are also authorized to administer a personality profile or other pre-employment tests and verify my background. A criminal record or sentence is not an automatic disqualification for employment. I agree to submit to any drug or alcohol testing prior to or after employment, and I agree to submit to a medical evaluation, if required. I consent to the release of any or all medical information or records deemed necessary to determine my capability to perform the essential job functions of the position for which I may hold. In making this application for employment, I also understand that an investigative consumer report may be made whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. I also acknowledge that the company may conduct a search for information about me that is in the public domain including, but not limited to, information on social networking sites. In exchange for the consideration of my employment application by this company, I hereby release and forever discharge this company (including its directors, officers, employees, and agents) and my past and/or present employers (including their directors, officers, employees, and agents) from any liabilities which may result from an investigation of my past and/or present employment or from the disclosure of such information. I authorize the use of any information in this application to verify my statements, and I authorize past employers, doctors, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I understand that if my application is accepted and if I am hired, that employment with this company at all times is employment "at will." It is further understood that this "at will" relationship may not be changed by any written document, verbal statements, or by conduct unless an authorized executive of this company specifically acknowledges such change. I further understand that my "at will" employment may be terminated at any time by this company or myself and includes no guarantee, contract, or promise of employment for any specific length of time. I understand that the first 90 days of employment is a new-hire introductory period. Submission of this application does not imply that you will be hired. I have read, understand, and by my signature consent to these statements.

Signature of Applicant _____

Date _____