

# Employment Application

Position applying for: \_\_\_\_\_

## EMPLOYEE INFORMATION

Name: \_\_\_\_\_  
 Last First Middle  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_ Alternate telephone: \_\_\_\_\_  
 Address: \_\_\_\_\_

Are you able to perform the essential functions of the position with or without accommodations? **If necessary for the job, I am able to:**  
 Yes  No Work overtime?  Yes  No

Are you legally eligible for employment in the U.S.? Yes No I am seeking a permanent position: Yes No

Have you ever been employed by this company or it's affiliates before? Yes No If yes, Please complete the following:

Supervisor: \_\_\_\_\_ Reason for separation of employment: \_\_\_\_\_

Dates of Employments: \_\_\_\_\_ Are any of your relatives presently employed with the company or its affiliates? Yes No

From: \_\_\_\_\_ To: \_\_\_\_\_ If yes, name of relative: \_\_\_\_\_

Have you ever applied for the company or its division before?

## EMPLOYMENT HISTORY

List most recent employment first. Include summer or temporary jobs.

Employer name and address: _____ _____ _____	Position title/duties, skills: _____ _____ _____	Start date: _____	End date: _____
Per: _____	Supervisor: _____ Telephone: _____	Reason for leaving: _____ _____	
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Per: _____	Supervisor: _____ Telephone: _____	Reason for leaving: _____ _____	
Employer name and address: _____ _____ _____	Position title/duties, skills: _____ _____ _____	Start date: _____	End date: _____
Per: _____	Supervisor: _____ Telephone: _____	Reason for leaving: _____ _____	

Hours Available to Work:

NOTE: Work schedules are based on the needs of the business and may be subject to change on a weekly basis.

MON	TUES	WEDS	THURS	FRI	SAT	SUN	Attendance and Punctuality Information: Consistent attendance and punctuality are essential requirements of every job with this company, including working night, weekends, and holidays.

Have you ever been convicted of a crime or violation other than minor misdemeanors or traffics infractions? Yes No

If yes, please explain:

Minnesota Applicants: DO NOT ANSWER

(A conviction record will not necessarily bar an employee from employment. Factors such as job relations, age, and time of the offense, seriousness and nature of violation and rehabilitation will be taken into account.)

**EDUCATION**

	Institution name	Years completed	Field of study	Graduate or degree
High school				
College/university Business/technical				
Additional				

**SKILLS & QUALIFICATIONS**

Other qualifications such as special skills, abilities or honors that should be considered:

Types of computers, software, and other equipment you are qualified to operate:

Professional licenses, certifications or registrations:

Additional skills, including supervision skills, or information regarding the career/occupation you wish to bring to the employer's attention:

Typing speed: \_\_\_\_\_ per minute

**REFERENCES**

List two references who are not relatives or former supervisors.

Name	Address	Telephone	Occupation	Years known

**CONTACT**

In case of accident or illness, please contact: Name: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

**INFORMATION TO THE APPLICANT**

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms. I understand and agree to the information shown above.

Signature of Applicant

Date