



EMPLOYMENT APPLICATION

**IF COMPLETING APPLICATION ELECTRONICALLY -- SAVE A COPY TO YOUR DESKTOP, COMPLETE ALL FIELDS, CLICK SAVE BUTTON, FOLLOWED BY E-MAIL BUTTON TO SUBMIT .
 NON-ELECTRONIC - PRINT, FILL IN ALL FIELDS, AND DROP OFF/FAX.**

OR

Return to Michelle Haugen:
 714 Co Rd 3 NW
 Byron, MN 55920
 michelle@dbcroch.com
 or fax to 888.511.0824

This application form is intended to be used in evaluating your qualifications for employment. This is not an employment contract. Please answer all appropriate questions completely and accurately. False or misleading statements during the interview or on this form are grounds for terminating the application process, or if discovered after employment, for terminating employment. Our policy at Destination Building Center is to provide equal opportunity to all qualified persons without regard to race, creed, color, religious belief, marital status, sex, age, national origin, ancestry, the presence of disabilities, or veteran status. Depending on the position applied for, you may be asked to complete a form authorizing release of information related to your credit or criminal history.

Last Name	First	Middle	Date
Street Address		Telephone ()	
City, State, Zip		Social Security #	
Have you ever applied for employment with DBC? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: Month _____ Year _____		Location applied to:	
Position Desired:		Desired Pay: \$ _____ /hour	
Are you available for full time work? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, what hours can you work? _____ List any languages in which you are fluent:		Are you available to work rotating shifts? <input type="checkbox"/> Yes <input type="checkbox"/> No Will you work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No	
How did you hear about employment opportunities at DBC?		Referred By (if applicable):	
Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? <input type="checkbox"/> Yes <input type="checkbox"/> No		When will you be available to begin work?	
Please answer the question in <u>shaded area</u> only if related to the position you are applying for			
Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No DL# _____ Type _____			

EDUCATION

	Name and Location of School	Number of Years	Did you graduate?	List Degree or Diploma
High School				
College				
Trade or Business School				

EMPLOYMENT HISTORY

Please start with your present or most recent employer.

Company Name	Telephone ()
Address	Dates of Employment: From To
Position Title	Date Start End
Name of Supervisor	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Work Duties	Reason for Leaving

Company Name	Telephone ()
Address	Dates of Employment: From To
Position Title	Date Start End
Name of Supervisor	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Work Duties	Reason for Leaving

Company Name	Telephone ()
Address	Dates of Employment: From To
Position Title	Date Start End
Name of Supervisor	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Work Duties	Reason for Leaving

REFERENCES

Include only individuals familiar with your work ability. DO NOT INCLUDE RELATIVES.

Name	Relationship	Contact Phone Number	Years Acquainted

Comments and additional information

List any additional comments that may be relevant to your employment application

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I certify that I have read and understand the applicant note on page one of this form and that the answers given by me to the questions above are true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts called for in this application may result in rejection of my application or discharge at any time during my employment. I authorize the company and/or its agents, including consumer reporting bureaus, to verify any of this information including, but not limited to: criminal history and motor vehicle driving records. I authorize all persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any said persons, schools, companies, and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I further understand that Destination Building Center is an employment-at-will employer, which means that they may terminate my employment at any time for any reason, with or without notice, and I may do the same.

Signature	Date
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