



1109 West Main • P.O Box 426
Valley City, ND 58072

OFFICE USE ONLY:
Interview Date: _____
Drug Test Date: _____
Hire Date: _____
Start Date: _____

Application for Employment

(Equal Employment Opportunity Employer)

General

Name _____
First Name, MIN, Last Name

Address _____
Street Address, City, State & Zip Code

Telephone (_____) _____ Last 4 Digits of Social Security # _____

E-mail Address _____ Date Available for Employment _____

If employed and under 18, can you furnish a work permit? Yes No

Have you ever been employed by this company? Yes No

Are you employed now? Yes No

May we contact your present employer? Yes No

If yes, give name: _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? Yes No

Type of work desired: _____

Do you have a valid driver's license? Yes No

License #: _____

Can you perform the essential functions of the job(s) for which you are applying? Yes No

Are you available to work Full-Time? Part-Time? Over-Time?

Have you been convicted of a felony? Yes No
(Please note that a "Yes" answer will not bar you from consideration for employment.)

If yes, please explain: _____

This company is an equal employment opportunity employer. All applicants will be considered without regard to age, color, national origin, religion, disability, sex, or other protected status in accordance with applicable federal and state equal employment opportunity laws. This company will strive to accommodate any physical or mental limitations of employees or applicants in order to accomplish the essential functions of a job.

Education

	Elementary	High School	College	Graduate
School Name:				
Years Completed:	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Course of Study:				

Special Skills, Qualifications and Considerations

Summarize special skills and qualifications, volunteer activities, military experience, employment or other activities related to the job you are seeking.

References

List three (3) non-relatives who are familiar with your qualifications, actual work history and ability.

	<u>Name</u>	<u>Occupation/Relationship</u>	<u>Years Known</u>	<u>Telephone</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Employment Experience

Start with your present or last job. List your last four (4) jobs in order. Do not omit any job.

Employer _____ Supervisor's Name _____

Address _____ Your Job Position _____

Telephone Number (____) _____ Employed from _____ (mo/yr)

Duties _____ to _____ (mo/yr)

Your Salary: Starting/Ending _____

What did you like most about your job?

What did you like least about your job?

Reason for Leaving _____

Employer _____ Supervisor's Name _____

Address _____ Your Job Position _____

Telephone Number (____) _____ Employed from _____ (mo/yr)

Duties _____ to _____ (mo/yr)

Your Salary: Starting/Ending _____

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Employer _____ Supervisor's Name _____

Address _____ Your Job Position _____

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Address _____ Your Job Position _____

Telephone Number (____) _____ Employed from _____ (mo/yr)

Duties _____ to _____ (mo/yr)

Your Salary: Starting/Ending _____

What did you like most about your job?

What did you like least about your job?

Reason for Leaving _____

Please read the following statements carefully before signing this application. Only those applications that are signed and dated are considered valid. If you have any questions regarding this statement, please ask them before signing.

I certify that all answers and statements I have made on this application (and resume or other supplementary materials) are true and complete without omissions. I understand that any false information will be grounds for refusal to hire or for immediate discharge if I am employed. I authorize any of the persons or organizations named in this application to give you complete information and records regarding my employment, education, character and qualifications, including driving and or credit history.

Yes No

If hired I will be responsible for familiarizing myself with all rules and regulations of the Company as they presently exist or are later modified. *If hired I recognize that my employment can be terminated, at the discretion of the Company or at my option, without notice, at any time, except as specifically set forth in writing in a current individual employment agreement.*

Yes No

I also understand that no representative of the Company has any authority to enter into any employment agreement for any specified period of time, or to assure me of any future position, benefits, or terms and conditions of employment, except as specifically stated in a current written agreement signed by the President.

Yes No

I understand this application is not an offer of employment and no promises or representations of employment have been made to me at this time.

Yes No

I have read, understand, and agree with the above.

Signature of Applicant

Date

Note: All personnel records are kept confidential and are not released to anyone without written authorization.

This application is valid for only ninety (90) days from the date I signed. If I want to be considered for job openings more than ninety (90) days from date signed, I will submit a new application.