

# Application for Employment

Please Print Neatly



Last Name		First Name	Middle Initial	Today's Date
Street Address				Date Available
City	State	Zip Code	Expected income	
Home Phone		Cell Phone		Are you 18 years old or older?
Are you willing to relocate?			Email Address	

Education	Degree Obtained	Course of Study
High School City / State		
College or University City / State		
Business or other Schooling City / State		

Please print neatly

## Employment History

Please list most recent experience first

<u>Company Name</u> <u>Street Address</u> <u>City, State, Zip</u>	<u>Start Date</u> <u>End Date</u> <u>Wage</u>	<u>Phone Number</u> <u>Supervisor 's Name</u> <u>Your Position / Title</u>	<u>Duties</u>	<u>Reason for leaving</u>
1				
2				
3				
4				
5				
6				

Have you worked under or been known by any other names? Y / N If so, list name(s): \_\_\_\_\_  
 Are you legally authorized to work in the United States? Y / N  
 Is it ok to contact your current employer for a reference? Y / N  
 U.S. Military Service \_\_\_\_\_ Training \_\_\_\_\_ Discharge \_\_\_\_\_  
 How did you hear about Employment Connections? \_\_\_\_\_  
 If someone referred you, please provide his or her name \_\_\_\_\_

**Administrative/Office Support**

Administrative Assistant \_\_\_\_\_  
Bank Teller \_\_\_\_\_  
Bookkeeping \_\_\_\_\_  
Collections \_\_\_\_\_  
Customer Service \_\_\_\_\_  
Data Entry \_\_\_\_\_  
Office Manager \_\_\_\_\_  
Paralegal \_\_\_\_\_  
Receptionist \_\_\_\_\_  
Telemarketing \_\_\_\_\_  
Familiar with MS Excel \_\_\_\_\_  
Familiar with MS Word \_\_\_\_\_  
Familiar with QuickBooks \_\_\_\_\_

**Manufacturing**

Assembly \_\_\_\_\_  
Die Casting \_\_\_\_\_  
Distribution \_\_\_\_\_  
Draftsman \_\_\_\_\_  
Food Processing \_\_\_\_\_  
Forklift Driver \_\_\_\_\_  
Inventory Clerk \_\_\_\_\_  
Line Supervisor \_\_\_\_\_  
Machine Operator \_\_\_\_\_  
Machinist – CNC \_\_\_\_\_  
Maintenance \_\_\_\_\_  
Material Handler \_\_\_\_\_  
Painter \_\_\_\_\_  
Production \_\_\_\_\_  
Quality Control \_\_\_\_\_  
Warehouse \_\_\_\_\_  
Welder \_\_\_\_\_

**Trade Skills**

Carpenter \_\_\_\_\_  
Construction \_\_\_\_\_  
Electrical \_\_\_\_\_  
Farming \_\_\_\_\_  
HVAC \_\_\_\_\_  
Landscape \_\_\_\_\_  
Maintenance \_\_\_\_\_  
Mechanic \_\_\_\_\_  
Millwright \_\_\_\_\_  
Painter \_\_\_\_\_  
Plumbing \_\_\_\_\_  
Truck Driver \_\_\_\_\_

**Professional**

Accountant \_\_\_\_\_  
Architect \_\_\_\_\_  
Attorney \_\_\_\_\_  
Computer Networking \_\_\_\_\_  
Computer Programmer \_\_\_\_\_  
Educator \_\_\_\_\_  
Engineer \_\_\_\_\_  
Graphic Designer \_\_\_\_\_  
Human Resources \_\_\_\_\_  
Insurance Agent \_\_\_\_\_  
Interior Designer \_\_\_\_\_  
Marketing \_\_\_\_\_  
Nurse \_\_\_\_\_  
Purchasing Agent \_\_\_\_\_  
Realtor \_\_\_\_\_  
Sales-B2B \_\_\_\_\_  
Safety Director \_\_\_\_\_

**Service Industry**

Cashier \_\_\_\_\_  
Cook \_\_\_\_\_  
Day Care \_\_\_\_\_  
Delivery Driver \_\_\_\_\_  
Food Service \_\_\_\_\_  
Hotel/Motel \_\_\_\_\_  
Janitorial \_\_\_\_\_  
Retail Sales \_\_\_\_\_  
Stocker \_\_\_\_\_

**Other**

General Labor \_\_\_\_\_  
Able to lift 25# \_\_\_\_\_  
Able to lift 50# \_\_\_\_\_  
Able to lift 75# \_\_\_\_\_  
Bilingual \_\_\_\_\_  
Languages \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any special skills or licensures \_\_\_\_\_

**PERSONAL REFERENCES - DO NOT LIST RELATIVES**

Please print neatly

*It is recommended you inform these people they are listed as references*

Name	City	Phone	Relationship	Years Acquainted

In case of emergency, notify (name) \_\_\_\_\_

(address) \_\_\_\_\_ (phone) \_\_\_\_\_

Please read carefully before you commit to any assignment. Consider any doctor's appointments, legal matters, vacations, etc., before you commit.

Any assignment I accept, I agree to work through its duration. I also agree to notify **Employment Connections, Inc.** if I will be absent from work, and will give two week notice if I resign from a position.

I understand some clients of **Employment Connections, Inc.** require drug testing, criminal background checks, and/or driver license checks for insurance purposes as a condition for assignments at their sites. I authorize such tests and checks.

In submitting this application for employment, I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for any damage that may result from furnishing same. It is understood and agreed that any misrepresentation (**including omission of information**) by me in this application will be sufficient cause for cancellation of the application and/or for separation from the company's service.

I also authorize **Employment Connections, Inc.** to provide a copy of my application to potential employers for the purpose of obtaining employment.

Signature of applicant: \_\_\_\_\_

**Employment Connections, Inc.** is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, military service, or national origin.



# ADDITIONAL APPLICANT QUESTIONS

Print Name \_\_\_\_\_

### AVAILABILITY FOR WORK

Please print neatly

1A. Are you looking for: Long term \_\_\_\_\_ Short-term \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_  
Seasonal \_\_\_\_\_ (Dates you are available) From: \_\_\_\_\_ To: \_\_\_\_\_

2A. Days you are available for work                      Mon    Tue    Wed    Thu    Fri    Sat    Sun

3A. Are you willing to work overtime?    Y \_\_\_\_\_                      N \_\_\_\_\_

4A. Shift definitions:    1<sup>st</sup> – approx 7am to 3:30pm    2<sup>nd</sup> – approx 3:30pm to 11pm    3<sup>rd</sup> – approx 11pm to 7am

Circle acceptable shift(s):                      1<sup>st</sup>                      2<sup>nd</sup>                      3<sup>rd</sup>

5A. If there are other hours you are interested in working, please list \_\_\_\_\_

6A. What future dates do you have scheduled activities that could interfere with work? \_\_\_\_\_

### FORMER/CURRENT EMPLOYMENT QUESTIONS

Please print neatly

1B. Have you ever been fired or quit without notice of at least one week? Y \_\_\_\_\_                      N \_\_\_\_\_

If so, please provide:

Company Name    Whether quit or fired    Details

2B. Explain any gaps in your work history.

3B. What could your last employer have done to convince you to stay? \_\_\_\_\_  
\_\_\_\_\_

4B. Have you ever worked for any industrial businesses in Spencer, Spirit Lake, or surrounding communities?

Y \_\_\_\_\_    N \_\_\_\_\_    If yes, where have you worked? \_\_\_\_\_  
\_\_\_\_\_

5B. What is the biggest workplace challenge you've faced and how did you handle it?

**FUTURE EMPLOYMENT QUESTIONS**

Please print neatly

- 1C. Besides the fact that most of us need an income, why are you looking for a job? \_\_\_\_\_  
\_\_\_\_\_
- 2C. How long do you intend to stay at your next job? \_\_\_\_\_
- 3C. What are your promotable skills? (Why would a company want to hire you?)
- 4C. What job positions are you interested in?
- 5C. Which companies are you most interested in working for?
- 6C. Where have you applied recently? \_\_\_\_\_
- 7C. List any companies or jobs you are definitely NOT interested in \_\_\_\_\_  
\_\_\_\_\_
- 8C. How far would you be willing to drive one way to work (miles)? \_\_\_\_\_
- 9C. What benefits are essential for you to accept an employment offer? \_\_\_\_\_  
\_\_\_\_\_
- 10C. What is the best time and day(s) for interviews? \_\_\_\_\_

**ADDITIONAL QUESTIONS**

Please print neatly

- 1D. How many jobs have you had in the last two years? \_\_\_\_\_
- 2D. How many days did you miss from work in the past year? \_\_\_\_\_  
Do you consider this good or poor attendance? \_\_\_\_\_
- 3D. Are you willing to release your background information, including criminal records? Y \_\_\_\_\_ N \_\_\_\_\_  
If so, what can we expect to find? \_\_\_\_\_
- 4D. Are you willing to take a drug test? Y \_\_\_\_\_ N \_\_\_\_\_
- 5D. Do you have a valid driver's license? Y \_\_\_\_\_ N \_\_\_\_\_ If so, what state: \_\_\_\_\_ Class: \_\_\_\_\_
- 6D. Month and Day of Birth (exclude year) \_\_\_\_\_
- 7D. Do you have reliable transportation? Y \_\_\_\_\_ N \_\_\_\_\_
- 8D. Do you have any felony convictions? Y \_\_\_\_\_ N \_\_\_\_\_  
If so, please provide dates, explanations, circumstances, and any rehabilitation efforts.  
(A conviction is not an automatic bar to employment.)
  
- 9D. Have you applied at Employment Connections in the past? N \_\_\_\_\_ Y \_\_\_\_\_ Month/Year \_\_\_\_\_  
If so, which location (Spencer or Spirit Lake) : \_\_\_\_\_