

743 Hwy 30 East  
 Carroll, IA 51401  
 712.792.7777 x101  
 800.747.9744



Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify Human Resources.

Position(s) applied for \_\_\_\_\_ Date of application \_\_\_\_\_

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
Last First MI

Address \_\_\_\_\_  
Street City State Zip

Telephone # \_\_\_\_\_ Cell/Other# \_\_\_\_\_ E-mail \_\_\_\_\_

Referral Source (How did you hear about us?) \_\_\_\_\_

If you are under 18, and it is required, can you furnish a work permit?..... Yes  No

If no, please explain \_\_\_\_\_

Have you ever been employed here before? If yes, give dates and explain..... Yes  No

Are you legally eligible for employment in this country?..... Yes  No

Date available for work \_\_\_\_\_ Desired salary range \_\_\_\_\_

Type of work desired  Full-time  Part-time  Temporary  Seasonal  Internship

Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever been convicted of a crime?..... Yes  No

If yes, please provide date(s) and details

**Skills and Qualifications**

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

**Educational Background**

<i>School Level</i>	<i>Name and Location of School</i>	<i># of Yrs Attended</i>	<i>Did You Graduate?</i>	<i>Subjects Studied</i>
Grammar School				
High School				
College				
Trade, Business or Correspondence School				

**Service Record**

Branch of Service \_\_\_\_\_ Discharge Date/Rank \_\_\_\_\_

Present Membership in National Guard or Reserves \_\_\_\_\_

**Employment History**

Starting with your most recent employer, provide the following information.

Employer _____	Ph _____
Dates of Employment _____	Salary _____
Job Title _____	Description of Duties _____
Reason for Leaving _____	
Supervisor: _____	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
Employer _____	Ph _____
Dates of Employment _____	Salary _____
Job Title _____	Description of Duties _____
Reason for Leaving _____	
Supervisor: _____	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
Employer _____	Ph _____
Dates of Employment _____	Salary _____
Job Title _____	Description of Duties _____
Reason for Leaving _____	
Supervisor: _____	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later

**References**

Give below the names of three business/work references who are *not* related to you, whom you have known for at least one year.

<i>Name</i>	<i>Title</i>	<i>Business</i>	<i>Telephone</i>	<i># Yrs Acquainted</i>
1.				
2.				
3.				

**Authorization**

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and condition of my employment may be changed, with or without cause and with or without notice, at any time by the company. I understand that no company representative, other than its President, and then only when in writing and signed by the President, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing."