

PLEASE PRINT ALL  
INFORMATION  
REQUESTED EXCEPT  
SIGNATURE



OFFICE USE ONLY

Date Received:  
Reviewed by:

**Employment Application Form**  
Please mail or deliver completed application to:  
103 Homestead Drive  
Mankato, MN 56001

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First Middle

Present Address: \_\_\_\_\_  
Street City State Zip

Telephone Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Are you at least 18 yrs of age? \_\_\_ YES \_\_\_ NO, if "NO" can you provide proof of eligibility to work? \_\_\_ YES \_\_\_ NO

Are you currently authorized to work in the United States? \_\_\_ YES \_\_\_ NO. Proof of eligibility will be required if hired.

Position applied for: \_\_\_\_\_

Days/hours available to work (if not no pref. fill in each day)

Wage Desired: \_\_\_\_\_

|          |       |        |       |
|----------|-------|--------|-------|
| No Pref. | _____ | Thurs. | _____ |
| Mon.     | _____ | Fri.   | _____ |
| Tues.    | _____ | Sat.   | _____ |
| Wed.     | _____ | Sun.   | _____ |

How many hours do you wish to work weekly? \_\_\_\_\_

When are you available to start work? \_\_\_\_\_

| Type of School       | Name of School | Location (complete mailing address) | Number of years completed | Major & Degree |
|----------------------|----------------|-------------------------------------|---------------------------|----------------|
| High School          |                |                                     |                           |                |
| College              |                |                                     |                           |                |
| Bus. or trade school |                |                                     |                           |                |
| Professional School  |                |                                     |                           |                |

Have you served a sentence in jail or prison or been convicted of a felony for which a jail sentence could have been imposed? You may answer "NO" if conviction or criminal records have been annulled, sealed, set aside, or purged, or if you have been pardoned pursuant to the law.  
NO \_\_\_ YES \_\_\_

If "YES" please attach to this application, a separate sheet with explanation. Information concerning this question will not be used to automatically bar you from employment but may be used to direct your interests to areas less related to the areas of your conviction.

Give us the name of two people outside of relatives who can be contacted regarding your qualifications, work habits, and character.

| Name | Present Address | Phone Number | Position & Relation to your work |
|------|-----------------|--------------|----------------------------------|
|      |                 |              |                                  |
|      |                 |              |                                  |

**Employment History:**

| Place of Employment         | Address | Supervisor & Telephone Number | Dates of Employment | Reason for Leaving |
|-----------------------------|---------|-------------------------------|---------------------|--------------------|
| 1.                          |         |                               |                     |                    |
| Principal Responsibilities: |         |                               |                     |                    |
| Place of Employment         | Address | Supervisor & Telephone Number | Dates of Employment | Reason for Leaving |
| 2.                          |         |                               |                     |                    |
| Principal Responsibilities: |         |                               |                     |                    |
| Place of Employment         | Address | Supervisor & Telephone Number | Dates of Employment | Reason for Leaving |
| 3.                          |         |                               |                     |                    |
| Principal Responsibilities: |         |                               |                     |                    |

Please use this space to elaborate on any background, experience, or qualifications that you believe will be a positive reflection upon you as a potential employee. You may include hobbies, volunteer experience, or other activities you believe will help your consideration for employment. Please omit any information that would disclose your race, gender, age, marital status, ethnic origin, religious or political affiliations, or disability.

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This employer has the right to verify information provided on this application. False information may be grounds for rejecting this application or for dismissal following employment.

In connection with this application for employment, I authorize the employer to conduct an inquiry into any job-related information contained in this application, including, but not limited to, my records maintained by an educational institution relating to academic performance such as transcripts. Moreover, I hereby release the employer from any and all liability whatsoever by the requesting of such information from any person.

I declare that any statement in this application or information provided is true and complete and hereby acknowledge that I have read and understand the information above.

Signature (do not print): \_\_\_\_\_ Date: \_\_\_\_\_