

# Employment Application Form

**PLEASE PRINT ALL  
INFORMATION REQUESTED  
EXCEPT SIGNATURE**



600 S. Charlotte Ave.  
Sioux Falls, SD 57103  
(605) 371-3076  
(605) 339-4409 Fax

## APPLICATION FOR EMPLOYMENT

**APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS**

**Applications are considered without regard to race, color, religion, gender, national origin, age, marital or veteran status, or the presence of a non-job related medical condition or handicap**

DATE \_\_\_\_\_

Name \_\_\_\_\_  
Last                      First                      Middle

Present address \_\_\_\_\_  
Number      Street              City              State              Zip

How long \_\_\_\_\_                      Social Security No. \_\_\_\_\_

Telephone \_\_\_\_\_

If under 18, please list age \_\_\_\_\_

Position applied for: \_\_\_\_\_  
 and salary desired: \_\_\_\_\_

How many hours can you work weekly? \_\_\_\_\_

Employment desired     FULL-TIME ONLY     PART-TIME ONLY     FULL- OR PART-TIME

When available for 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 EVER BEEN CONVICTED OF A CRIME?     No                       Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



PLEASE PRINT ALL  
INFORMATION REQUESTED  
EXCEPT SIGNATURE



600 S. Charlotte Ave.  
Sioux Falls, SD 57103  
(605) 371-3076  
(605) 339-4409 Fax

APPLICATION FOR EMPLOYMENT

**Work experience** Please list your work experience for the **past five years** beginning with your most recent job held.  
If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer _____ Address _____ City, State, Zip Code _____ Phone number _____	Name of last supervisor _____	Employment dates	Pay or salary
		From _____ To _____	
Your last job title _____			

Reason for leaving (be specific) \_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of employer _____ Address _____ City, State, Zip Code _____ Phone number _____	Name of last supervisor _____	Employment dates	Pay or salary
		From _____ To _____	
Your last job title _____			

Reason for leaving (be specific) \_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

May we contact your present employer?     Yes     No  
Did you complete this application yourself?     Yes     No

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Additional Work Experience (if needed)**

Name of employer _____ Address _____	Name of last supervisor	Employment dates	Pay or salary
City, State, Zip Code _____ Phone number _____		From _____ To _____	
Your last job title _____			
Reason for leaving (be specific) _____			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. _____ _____ _____ _____			

Name of employer _____ Address _____	Name of last supervisor	Employment dates	Pay or salary
City, State, Zip Code _____ Phone number _____		From _____ To _____	
Your last job title _____			
Reason for leaving (be specific) _____			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. _____ _____ _____ _____			

Name of employer _____ Address _____	Name of last supervisor	Employment dates	Pay or salary
City, State, Zip Code _____ Phone number _____		From _____ To _____	
Your last job title _____			
Reason for leaving (be specific) _____			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. _____ _____ _____ _____			