



**Employment Application**

**Applying for Position Title:** \_\_\_\_\_

APPLICANT INFORMATION					
Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Home Phone			Cell Phone		
E-mail Address					
Date Available					
Are you a citizen of the United States?	YES	NO	If no, are you authorized to work in the U.S.?	YES	NO
Are you willing to relocate?	YES	NO	If so, when?		
Do you have a Driver's License?	YES	NO			

WORK EXPERIENCES					
<i>Please list three relevant work experiences.</i>					
Employer Name			Position Title		
Start Date		End Date		No. of Employees Supervised	
Address (Street, City, State, Zip)					
Company Phone Number			Company URL		
Reason for Leaving					
				Hours Worked per Week	
Supervisor Name			May we contact this person?	YES	NO
Duties					

Employer Name			Position Title						
Start Date		End Date		No. of Employees Supervised					
Address (Street, City, State, Zip)									
Company Phone Number			Company URL						
Reason for Leaving									
							Hours Worked per Week		
Supervisor Name			May we contact this person?			YES		NO	
Duties									

Employer Name			Position Title						
Start Date		End Date		No. of Employees Supervised					
Address (Street, City, State, Zip)									
Company Phone Number			Company URL						
Reason for Leaving									
							Hours Worked per Week		
Supervisor Name			May we contact this person?			YES		NO	
Duties									

**REFERENCES**

*Please list three professional references.*

Full Name		Position	
Company		Phone	
Address (Street, City, State, Zip)			
Email Address			

Full Name		Position	
Company		Phone	
Address (Street, City, State, Zip)			
Email Address			

Full Name		Position	
Company		Phone	
Address (Street, City, State, Zip)			
Email Address			

**EDUCATION**

School Name				Address			
From		To		Did you graduate?	YES	NO	Degree
School Name				Address			
From		To		Did you graduate?	YES	NO	Degree
School Name				Address			
From		To		Did you graduate?	YES	NO	Degree

**CERTIFICATES AND LICENSES**

Type			
License Number		Issuing Agency	
Type			
License Number		Issuing Agency	
Type			
License Number		Issuing Agency	

SKILLS			
Languages Spoken			
<b>Please list up to three other trainings and/or experiences relevant to the Position, if applicable</b>			
Training Name			
Taken at/Sponsored by		Date Taken	
Training Name			
<b>Please list up to three relevant Professional Association memberships , if applicable</b>			
Professional Association			
Professional Association			
<b>Please list up to three relevant honors and awards , if applicable</b>			
Honor or Award Name		Date Received	

ADDITIONAL QUESTIONS	
How did you hear of this posting?	
<b>List any other related information that you would like to be taken into account when reviewing your application</b>	

DISCLAIMER AND SIGNATURE	
<p>As part of this application you are being asked to provide some data about you classified as private personnel data under Minn. Stat. 13.43. The application data classified as private is: name, home address, and home phone number. You are not required to provide this data but if not provided it will prevent the R&amp;E from processing your application and contacting you which will harm your chances to become employed by R&amp;E. If you do provide the data it may be used by and released to R&amp;E staff and agents who have business reasons for its use, those you authorize in writing or if required by or authorized by court order or statute. An applicant's name will become public upon becoming a finalist for employment with R&amp;E.</p> <p>I authorize R&amp;E to investigate all statements made in this application, as necessary, to consider my application. I understand giving incomplete, false or misleading information in my application or interview(s) will disqualify me from consideration for employment. I understand that if I am hired by R&amp;E, I am subject to discharge if I provide incomplete, false or misleading information or omit material information in connection with this application regardless of when it is discovered.</p> <p>All employment offers are conditioned upon the applicant passing a criminal background check. Convictions are not an automatic bar to employment. Each case is considered on its individual merits and the type of work sought. However, making false statements or withholding information will cause you to be barred from employment, or removed from employment.</p> <p>By signing below, I certify that the information given in this application form and attachments are true and complete to the best of my knowledge, and I verify that I have read and understand the statements above.</p>	
Signature	Date