

**Black Hills Exteriors**  
 2091 Rand Rd Suite #2  
 Rapid City, SD 57702  
 (605) 716-7663  
 team@bhexteriors.com

### Employment Application

#### Applicant Information

Full Name:				Date:	
	<i>Last</i>	<i>First</i>	<i>M.I.</i>		

Address:					
	<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>	<i>Apartment/Unit #</i>

Phone:		Email:	
Phone:		Birth Date:	

Date Available:		Social Security No.:		Desired Salary:\$	
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Position Applied for:	
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Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?	
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Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
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If yes, explain:	
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#### Education

High School:		Address:	
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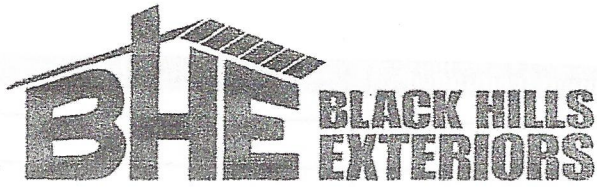
From:	To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Diploma:
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College:		Address:	
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From:	To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:
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Other:		Address:	
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From:	To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:



**Black Hills Exteriors LLC**  
 2091 Rand Rd, Suite #2  
 Rapid City, SD 57702  
 Office: (605) 716-7663  
 Fax: (605) 716-6021  
 Team@bhexteriors.com

*Black Hills Exteriors takes pride in the diversity of its workforce and is committed to Equal Employment Opportunity.*  
 All qualified applicants receive consideration for employment without discrimination due to race, color, national origin, creed, religion, sex, marital status, sexual orientation, age and disability. All persons hired must provide proof of identity and legal authorization to work in the United States.

<b>Position Applying for:</b>			
Last Name	First Name	Middle Initial	Home Phone Number
Address			Cell Phone Number
City, State, Zip			E-mail Address
Available for <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary			Briefly describe any skills or abilities that make you a good candidate for the position you are applying for.
Date Available			
Desired Salary			

How did you learn about this job opening?

- BHE Website
- BHE Advertisement
- BHE Employee Name of Employee \_\_\_\_\_
- Other Please Specify \_\_\_\_\_
- Employment Agency Referral
- Walk-In
- Job Fair
- Friend or Relative

Are you willing to work overtime?  Yes  No

*During the busy season, 12 hours a day, 6 days a week may entail a typical work week.*

Are you willing to travel?  Yes  No

Will you be providing your own tools/tool bags?  Yes  No

**Driving Record** *You will be required to provide a valid driver's license at the time of the interview.*

Do you have a valid driver's license?  Yes  No

Driver's License Number \_\_\_\_\_

Do you have any experience pulling a trailer?  Yes  No If yes, please provide your experience. \_\_\_\_\_

Are you willing to provide a copy of your driving record if needed?  Yes  No

In the past 7 years have you been convicted of or pled guilty to (by paying a fine)  any moving traffic violations  any speeding tickets  any criminal driving misdemeanors If yes, please provide a full explanation.

*The following questions may pertain to the background check. A positive response to any of the following questions will not necessarily disqualify you from consideration, unless it impacts your qualifications for this job or your ability to perform this job; however, we do require a full explanation. Failure to answer or provide a written explanation where requested, may remove you from further consideration.*

Yes No In the past seven years, have you been convicted of, or pled guilty to, any misdemeanors or felonies? Include any prison time served. If yes, attach a full explanation.

Yes No Do you have any outstanding warrants or charges currently pending? If yes, attach a full explanation.

**In the past five years of employment have you been disciplined or discharged for any of the following reasons:**

Yes No Absenteeism, tardiness, failure to give notice when absent or any attendance related reasons. If yes, attach a full explanation.

Yes No Insubordination, rudeness or inappropriate behavior towards customers or co-workers. If yes, attach a full explanation.

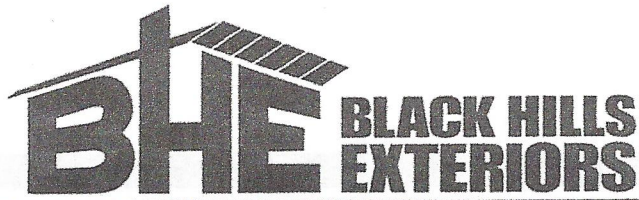
Yes No Safety violations of any kind, fighting, assault or related offenses. If yes, attach a full explanation.

Yes No Theft, fraud, unauthorized use or removal of company property, or related offenses. If yes, attach a full explanation.

I certify that the information provided by me is complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made in this form or on other documents requested by BHE will result in removal from service.

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date



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## Employment Application

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If yes, explain:	
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### Education

High School:		Address:	
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From:	To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Diploma:
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College:		Address:	
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From:	To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:
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Other:		Address:	
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From:	To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:

**Previous Employment (continued)**

Company:		Phone:	
Address:		Supervisor:	

Job Title:		Starting Salary:\$		Ending Salary:\$	
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Responsibilities:	
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From:		To:		Reason for Leaving:	
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May we contact your previous supervisor for a reference?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
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**Military Service**

Branch:		From:		To:	
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Rank at Discharge:		Type of Discharge:	
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If other than honorable, explain:	
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**State Issued Driver's License**

Do you have a Driver's License?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
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<i>Driver's License Number</i>	<i>State of Issue</i>	<i>Expiration Date</i>

Have you had any accidents during the past three years?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	How many?	
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Have you had any moving violations during the past three years?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	How many?	
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Signature:		Date:	
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**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature:		Date:	
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