



Black Hills Exteriors LLC
2507 E Saint Patrick St Rapid City SD 57703

Application for Employment
(Equal Opportunity Employer)

GENERAL

Name: Telephone: ()

Date of Birth: Email

Address: How Long?

Date Available for Employment:

Have you ever been employed by this company? Yes No

Are you employed now? Yes No

May we contact your present employer? Yes No

If yes, give name:

In compliance with federal law, all persons hired will be required to verify their identity and eligibility to work in the United States, and to complete the required employment eligibility verification document form upon hire.

Type of work desired:

Desired Salary: \$

If applying for a position where driving is required, do you have a valid driver's license in this state?

License Number:

Do you have experience pulling a trailer? Yes No If yes, provide experience.

Past 7 years have you been convicted of or pled guilty to (by paying fine) any moving traffic violation any speeding tickets any criminal driving misdemeanors? If yes, provide full explanation

In the past 7 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.

Do you have any outstanding warrants or charges currently pending? If yes, attach a full explanation.

In the past 5 years of employment have you been disciplined or discharged for any of the following: If yes, attach a full explanation

- Yes No Absenteeism, tardiness, failure to give notice when absent or any attendance relation reason?
Yes No Insubordination, rudeness, or inappropriate behavior towards customers or coworkers?
Yes No Safety violations of any kind, fighting, assault or related offenses?
Yes No Theft, fraud, unauthorized use or removal of company property, or related offenses?

Can you perform the essential functions of the job(s) for which you are applying?

Are you available to work: Full-Time Part-Time Over-time

EDUCATION

	Elementary	Secondary	College
School Name and Address	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Grade Completed	4 5 6 7 8	9 10 11 12	1 2 3 4
Course of Study	_____	_____	_____

This company is an equal employment opportunity employer. All applicants will be considered without regard to age, race, national origin, religion, disability, sex, or other protected status in accordance with applicable federal and state equal employment opportunity laws. Title I of the Americans with Disabilities Act of 1990 requires an employer to provide reasonable accommodation to qualified individuals with disabilities who are employees or applicants for employment, unless to do so would cause undue hardship.

SPECIAL SKILLS, QUALIFICATIONS, AND CONSIDERATIONS

Summarize special skills and qualifications, volunteer activities, military experience, employment, or other activities related to the job you are seeking:

REFERENCES

List three (3) non-relatives who are familiar with your qualifications, work history, and ability.

Name	Occupation/Relationship	Years Known	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT EXPERIENCE (Drivers include preceding 10-years if employment included commercial motor vehicle operation. Attach separate sheet if needed.)

Employer: _____ Supervisor's Name: _____
Address: _____ Your Job Position: _____
Telephone Number: _____ Employed from _____ (mo/yr) to _____ (mo/yr)
Your Salary: Starting/Ending: _____ Duties: _____
What did you like most about your job? _____
Reason for Leaving: _____

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Employer: _____ Supervisor's Name: _____
Address: _____ Your Job Position: _____
Telephone Number: _____ Employed from _____ (mo/yr) to _____ (mo/yr)
Your Salary: Starting/Ending: _____ Duties: _____
What did you like most about your job? _____
Reason for Leaving: _____

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PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK THEM BEFORE SIGNING.

I certify that all answers and statements I have made on this application (and resumé or other supplementary materials) are true and complete without omissions. By signing below, I authorize <Enter Company Name> to investigate all statements contained in this employment application as they may deem necessary in arriving at an employment decision. I understand that any false information provided by me will likely result in a refusal to hire or immediate discharge if I am employed. I authorize any of the persons or organizations named in this application to give you complete information and records regarding my employment, education, character and qualifications.

If hired I will be responsible for familiarizing myself with all rules and regulations of <Enter Company Name> as they presently exist or are later modified. If hired, I understand my employment can be terminated, at the discretion of <Enter Company Name> or at my option, without notice, at any time and for any reason.

I also understand that no representative of <Enter Company Name> has any authority to enter into any employment agreement for any specified period of time, or to assure me of any future position, benefits, or terms and conditions of employment, except as specifically stated in a current written agreement signed by the president of <Enter Company Name>.

I understand this application is not an offer of employment and no promises or representations of employment have made to me at this time.

I have read, understand, and agree with the above. This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

Signature of Applicant

Date

This application is valid for only ninety (90) days from the date I signed. If I want to be considered for job openings more than ninety (90) days from date signed, I will submit a new application.

(Retain in the Black Hills Exteriors' employment files.)