



MORA, MN

Sewer & Water Contractor

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE



APPLICATION FOR EMPLOYMENT

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

PLEASE COMPLETE PAGES 1-4 DATE _____

Name _____
Last First Middle Maiden

Present Address _____
Number Street City State Zip

How Long _____ Social Security No. _____ - _____

Telephone () _____ - _____

If under 18, please list age _____

Position applied for (1) _____
 and salary desired (2) _____
 (Be specific)

Days / hours available to work
 No Pref _____ Thur _____
 Mon _____ Fri _____
 Tue _____ Sat _____
 Wed _____ Sun _____

How many hours can you work weekly? _____ Can you work nights? _____

Employment desired _____ Full Time Only _____ Part Time Only _____ Full Or Part Time

When available for work? _____

Type of school	Name of school	Location	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.

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

What is your means of transportation to work? _____

Driver's License Number _____ State of issue _____
Expiration date _____ Operator _____ Commercial (CDL) _____ Chauffeur _____

Have you ever had any accidents in the past 3 years? _____ How many? _____

Have you had any moving violations in the past 3 years? _____ How many? _____

Typing _____ Yes	OFFICE ONLY	10-Key _____ Yes
_____ No		_____ No
WPM _____		Word _____ Yes
Personal _____ Yes	PC _____	Processing _____ No
Computer _____ No	MAC _____	WPM _____

Other Skills _____

Please list two references other than relatives or previous employers.

Name _____

Name _____

Position _____

Position _____

Company _____

Company _____

Address _____

Address _____

Telephone () _____

Telephone () _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

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Work experience Please list your work experience for the **past five years** beginning with your most recent job held, If you are 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	Start Final
	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	Start Final
	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

If not, who did? _____

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Military

Have you ever been in the Armed Forces? _____ Yes _____ No

Are you now a member of the National Guard? _____ Yes _____ No

Specialty _____ Date entered _____ Discharge date _____

Work experience Please list your work experience for the **past five years** beginning with your most recent job held, If you are 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
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