



APPLICATION FOR EMPLOYMENT
(PLEASE PRINT CLEARLY)

DATE: _____

To Applicant: We appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications.

Last Name	First Name	Middle I.
Street Address:		
City, State, Zip		
Phone # ()	Cell or Secondary # ()	
Position Applied For:	Type of Employment Preferred: Full-Time Part-Time (Circle One)	

To Applicant: Huebsch Services is an equal employment opportunity employer dedicated to a policy of nondiscrimination in employment based upon an individual's race, color, creed, religion, age, sex, national origin, ancestry, marital status, or the presence of any non-job-related medical condition or disability. In reading and answering the following questions, please keep in mind that none of the questions are intended to imply any limitations, illegal preferences, or discrimination based upon any non-job-related information. This application will be given consideration, but its receipt does not imply that the applicant will be employed.

(Answer all questions completely)

How long have you lived at present address? _____ Have you ever been bonded? _____

If yes, what jobs? _____

List any friends or relatives working for us: _____

If your application is considered favorably, on what date will you be available to work? _____

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with the Company? _____

Have you taken any training under the G.I. Bill of Rights? _____ If yes, what training did you take? _____

Submit to: 3605 White Ave.
P.O. Box 904
Eau Claire, Wisconsin 54702
715-855-6200

2941 Center Court
Eagan, Minnesota 55121
651-686-2330

EDUCATIONAL DATA

NAME OF SCHOOLS ATTENDED & LOCATION	DID YOU GRADUATE?	DEGREE DIPLOMA/ CERTIFICATE	MAJOR COURSE OF STUDY
HIGH SCHOOL: Circle Highest Grade Completed: 6 7 8 9 10 11 12			
TECHNICAL, VOCATIONAL, BUSINESS, OR MILITARY TRAINING:			
COLLEGE OR UNIVERSITY:			
GRADUATE SCHOOL:			

Additional JOB-RELATED seminars, short courses, workshops, or other educational experiences:

Membership in professional or civic organizations: (Exclude those which may disclose your race, color, religion or national origin)

PERSONAL REFERENCES

(Other than family members or previous employers)

1. Name _____ Phone () _____
Address _____

2. Name _____ Phone () _____
Address _____

PROFESSIONAL REFERENCES

(Managers, Supervisors, Co-Workers with knowledge of your work abilities)

1. Name _____ Phone () _____
Address _____

2. Name _____ Phone () _____
Address _____

EMPLOYMENT EXPERIENCE

(Please list most recent employer first)

EMPLOYER:	PHONE:
ADDRESS:	
JOB TITLE:	SUPERVISOR:
DATES EMPLOYED: from _____ to _____ Hourly Rate/Salary: starting _____ final _____	
WORK PERFORMED:	
REASON FOR LEAVING:	

EMPLOYER:	PHONE:
ADDRESS:	
JOB TITLE:	SUPERVISOR:
DATES EMPLOYED: from _____ to _____ Hourly Rate/Salary: starting _____ final _____	
WORK PERFORMED:	
REASON FOR LEAVING:	

EMPLOYER:	PHONE:
ADDRESS:	
JOB TITLE:	SUPERVISOR:
DATES EMPLOYED: from _____ to _____ Hourly Rate/Salary: starting _____ final _____	
WORK PERFORMED:	
REASON FOR LEAVING:	

GENERAL INFORMATION:

1. How were you referred to us? _____
2. Have you ever applied for a job with this company in the past? _____ Yes _____ No
If yes, please give the date of application and the position for which you applied. State your name at that time, if different from present name.
3. Have you ever been employed by this company in the past? _____ Yes _____ No
If yes, please give dates of employment, position held, and your name while employed if different than present name.

4. If hired, will you be able to work during normal days and hours required for the position(s) for which you are applying? If no, please explain: _____Yes _____ No
5. Do you have any commitments to another employer that might affect your employment with our company? If yes, please explain: _____Yes _____ No
6. If hired, can you furnish proof that you are 18 years of age; or if under 18, do you have a permit to work? If no, please explain: _____Yes _____ No
7. If hired, can you furnish proof that you are eligible to work in the United States? (If unsure of the documents needed to prove eligibility to work in the U.S., we will be happy to explain the legal requirements.) If no, please explain: _____Yes _____ No
8. Have you been convicted of a felony, or released from prison in the past 10 years that is substantially related to the job you are applying for? _____Yes _____ No
Note: A yes answer does not automatically disqualify you from employment since the nature of the offense, date, and type of job for which you are applying will be considered. If yes, please explain:
9. Are you charged with an unresolved criminal charge (have you been charged with a crime that has not yet resulted in a plea of guilty, court trial, or dropping of the charge?) _____Yes _____ No
Note: A yes answer will not automatically disqualify you from employment. If yes, please explain:
10. Are you able to perform the described job duties with or without accommodation? _____Yes _____ No
 If no, what accommodations are necessary to enable you to perform the described job duties?
11. Do you have a valid driver's license with no recent moving violations on record? _____Yes _____ No
 (By recent, we mean for the past 3 years)
12. May we communicate with your present employer? _____Yes _____ No

Please be sure to sign and date this application. Thank you for your interest in our company.

I understand that the Immigration Reform and Control Act of November 6, 1986 requires me to prove the legality of my ability to work in the U.S., residency or citizenship. I am also aware that the failure to provide such proof at the time of request may legally force my termination. To the best of my knowledge the information contained on this application is true. Any false statements or material omissions are grounds for termination or withdrawal of any conditional job offer. I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between me and this company for either employment or the provision of any benefits; and further understand that if an employment relationship subsequently is established, I will have the right to terminate my employment at any time and the company will have a similar right. In addition, I understand that no promise, representation or agreement contrary to the foregoing is binding on the company unless made in writing and signed by me and an authorized representative of the company.

Applicant's signature _____ Date _____