

APPLICATION FOR EMPLOYMENT

RAJKOWSKI HANSMEIER LTD.

P.O. BOX 1433
ST. CLOUD, MN 56302-1433

rajhan@rajhan.com

FAX NUMBER 320-251-5896

EQUAL OPPORTUNITY EMPLOYER

PERSONAL

NAME: _____
LAST FIRST MIDDLE

ADDRESS: _____ TELEPHONE NO. _____

EMAIL ADDRESS _____

POSITION DESIRED: _____ SALARY DESIRED: \$ _____

HOW WERE YOU REFERRED TO OUR ORGANIZATION? _____

DATE AVAILABLE FOR EMPLOYMENT: _____

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? YES NO

ARE YOU 18 YEARS OF AGE OR OLDER? YES NO (This information is necessary to allow us to comply with state and federal regulations regarding the hiring of minors.)

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES NO (An affirmative answer will NOT automatically disqualify you from employment)

IF YES, PLEASE PROVIDE THE FOLLOWING INFORMATION:

DESCRIPTION OF THE OFFENSE _____

DATE OF CHARGE: _____ DATE OF CONVICTION: _____

COUNTY, CITY, STATE OF CONVICTION: _____

EDUCATION

School	Name and location of School	Course of Study	Did you graduate?	Degree or Diploma
Graduate				
College				
Business/Technical				
High School				

EMPLOYMENT

PLEASE GIVE AN ACCURATE AND COMPLETE EMPLOYMENT RECORD. START WITH YOUR PRESENT OR MOST RECENT EMPLOYER.

Company Name:	Employed from _____ to _____
Address:	Telephone:
Job Title and Brief Description:	Monthly Salary: Beginning _____ Last _____
Supervisor's Name	May we contact this person? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Leaving:	

Company Name:	Employed from _____ to _____
Address:	Telephone:
Job Title and Brief Description:	Monthly Salary: Beginning _____ Last _____
Supervisor's Name	May we contact this person? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Leaving:	

Company Name:	Employed from _____ to _____
Address:	Telephone:
Job Title and Brief Description:	Monthly Salary: Beginning _____ Last _____
Supervisor's Name	May we contact this person? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Leaving:	

Company Name:	Employed from _____ to _____
Address:	Telephone:
Job Title and Brief Description:	Monthly Salary: Beginning _____ Last _____
Supervisor's Name	May we contact this person? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Leaving:	

Company Name:	Employed from _____ to _____
Address:	Telephone:
Job Title and Brief Description:	Monthly Salary: Beginning _____ Last _____
Supervisor's Name	May we contact this person? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Leaving:	

PLEASE LIST ANY ADDITIONAL INFORMATION/TRAINING THAT RELATES TO YOUR ABILITIES TO PERFORM THE JOB FOR WHICH YOU ARE APPLYING? _____

REFERENCES (DO NOT INCLUDE RELATIVES)

NAME	ADDRESS/TELEPHONE NUMBER	BUSINESS	YEARS ACQUAINTED

APPLICANT'S STATEMENT

I understand that Rajkowski Hansmeier Ltd. follows an "employment at will" policy, in that I or the employer may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this "employment at will" policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by the Managing Partner of this organization. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand that the employer will thoroughly investigate my work and personal history and verify all data given on this application on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Applicant's Signature: _____ Date: _____