



# WILKIE SANDERSON

## Application For Employment

1010 North Summit Ave. | P.O. Box 250 | Sauk Rapids, MN 56379  
320-252-3165 | [wilkiesanderson.com](http://wilkiesanderson.com)

Date: \_\_\_\_\_

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ If No Answer call: \_\_\_\_\_ Soc Sec # \_\_\_\_\_

Position(s) Applying for: \_\_\_\_\_ Shift:  Days  Afternoon/Evening

Are you available to work:  Full-Time  Part-Time Have you applied here before?  Yes  No

Are you eligible to work in the United States?  Yes  No (Proof will be required at hire.)

When will you be available for work?

Immediately  Beginning \_\_\_\_\_  After \_\_\_\_\_ notice to current employer

Are you currently employed?  Yes  No May we contact your present employer?  Yes  No

Expected Income? \_\_\_\_\_ Will you work overtime willingly? \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

Where did you graduate from High School? \_\_\_\_\_

Do you have any other type of education? (If yes, please explain) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Summarize special skills and qualifications acquired from employment or other experiences: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please give an accurate, complete full-time and part-time employment record. Start with your present or most recent job.

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Dates employed: \_\_\_\_\_

Job Title and Description of Work: \_\_\_\_\_

Beginning and End Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Dates employed: \_\_\_\_\_

Job Title and Description of Work: \_\_\_\_\_

Beginning and End Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Dates employed: \_\_\_\_\_

Job Title and Description of Work: \_\_\_\_\_

Beginning and End Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_



**READ CAREFULLY BEFORE SIGNING**

I certify that the above information is true and complete to the best of my knowledge and I authorize you to make a review of my qualifications and abilities. I understand that misrepresentation or omission of fact called for may be cause for dismissal whenever discovered. I also understand that in carrying out this review, reports may be solicited from previous employers, schools, personal references and other references, but no attempt will be made to contact my present employer unless I have given permission to do so.

I recognize that any employment offer is subject to:

- My Ability to perform the Essential Job Function with or without accommodation
- My Successful completion of a pre-employment physical, which includes a drug and alcohol test (Conducted after a job offer has been and and the applicant has accepted the job offer).
- My agreeing to abide by all company policies and procedures.

I acknowledge that my employment is at will and that the company reserves the right to terminate me at any time with our without cause and with or without notice. I understand that no practice or policy of the company relating to termination procedures alters the at-will nature of my employment in any way.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Equal Opportunity, Affirmative Action Employer

Wilkie Sanderson is firmly committed to prohibiting discrimination on the bases of race, color, sex, age, religion, creed, marital status, national origin, status with regard to public assistance, affectional preference or disability throughout the selection and employment process.

# Employment Application Data Record

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Applicants for employment are treated without regard to race, color, sex, age, religion, creed, national origin, marital or veteran status, medical condition or disability, or any other legally protected status.

As an employer with the Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with Government record keeping, reporting and other legal requirements. Periodic reports are made to the government on the following information. The completion of the Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a confidential file and are not a part of you're Application for Employment or personnel file.

Please note: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

## VOLUNTARY SURVEY

(Please Print)

DATE \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security # \_\_\_\_\_

Position Applied For:

EEO Code (Office use Only)

Check One:  Male  Female

Check One of the Following: (Ethnic Origin)

White  Hispanic  American Indian/Alaskan Native

Black  Other  Asian/Pacific Islander

Check if any of the following are applicable

Veteran  Disabled Individual

Birthdate: \_\_\_\_\_

Please detach this form from the application and return it to the front desk, or mail it to:

Wilkie Sanderson  
1010 N. Summit Ave  
P. O. Box 250  
Sauk Rapids, MN 56379

Applications will be kept on file for 12 months, then destroyed.