



Brookings, South Dakota
57006

Employment Application

Sterling Technology, Inc. is an Equal Opportunity Employer

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions legibly and signed the back of the form. Use blank paper if you do not have enough room on the application. Please type or print except for the signature on the back. In reading and answering the following questions, be aware that none of the questions are intended to imply any form of discrimination based upon non-job related information.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Are you authorized to work in the U.S.? YES NO
Have you ever worked for this company? YES NO If yes, when?
Have you ever been convicted of a felony? YES NO If yes, please explain: _____
Are you at least 18 years of age or older? YES NO (If hired, you may be required to submit proof of age.)

Position Applied for (**REQUIRED**): _____

Phone: _____ Email Address: _____

Social Security Number: _____ - _____ - _____

Date Available for employment: _____

Desired Salary: _____

Are you seeking: _____ FT _____ PT _____ Temporary _____ Summer _____ School Term Only

Shift Availability: _____ Days _____ Evenings _____ Nights _____ Weekends

Are there any hours you cannot work? If yes, please specify: _____

Education

Name of High School:

Address:

Did you graduate? YES NO

Name of College:

Address:

From: To: Did you graduate? YES NO Degree:

Other (specify):

Address:

From: To: Did you graduate? YES NO Degree:

References

Please list three professional references not related to you.

1. Name: _____

Address (complete address required): _____

Phone: _____

2. Name: _____

Address (complete address required): _____

Phone: _____

3. Name: _____

Address (complete address required): _____

Phone: _____

Work History – List employers in consecutive order beginning with current employer listed first. A complete employer address and phone number is required.

Company:

Phone:

Address:

Supervisor:

Job Title: Starting Salary: \$ Ending Salary: \$

Responsibilities:

From: To: Reason for Leaving:

May we contact your current employer for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous employer for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous employer for a reference? YES NO

Special Skills/General Information

What machines or equipment can you operate that are related to the job for which you are applying? _____

List computer programs you are familiar with: _____

List any professional or technical associations: _____

List any relevant certificates, licenses, or registrations you possess and include expiration dates: _____

How many days of work have you missed during the past year? (Exclude absences related to disability or those covered by FMLA): _____

Have you ever been fired from a job or asked to resign from any position? ____ Yes ____ No If yes, please explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in termination of my employment.

Unsigned applications will not be considered.

Signature: _____ Date: _____

