

# Willmar Area Multicultural- Business Center



| APPLICANT INFORMATION  |                              |                             |   |
|--|------------------------------|-----------------------------|---|
| Last Name  | First                        | M.I.                        | Date  |
| Street Address   |                              | Apartment/Unit #            |   |
| City   | State                        | ZIP                         |   |
| Phone  | E-mail Address               |                             |   |
| Date Available   | Social Security No.          | Desired Salary              |   |
| Position Applied for   |                              |                             |   |
| Are you a citizen of the United States?  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Have you ever worked for this company?   | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If so, when?  |
| Have you ever been convicted of a felony?  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If yes, explain   |
| How did you learn about this employment opportunity? Check all that apply:   |                              |                             |   |
| Ad in Newspaper <input type="checkbox"/> Job Bulletin <input type="checkbox"/> Walk-in <input type="checkbox"/> Website <input type="checkbox"/> Referral by employee <input type="checkbox"/> |                              |                             |   |
| Other: _____   |                              |                             |   |

| EDUCATION   |    |  |        |
|-------------|----|--|--------|
| High School |    | Address  |        |
| From        | To | Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> | Degree |
| College     |    | Address  |        |
| From        | To | Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> | Degree |
| Other       |    | Address  |        |
| From        | To | Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> | Degree |

| REFERENCES  |               |
|---|---------------|
| <i>Please list three professional references.</i> |               |
| Full Name   | Relationship  |
| Company   | Phone (     ) |
| Address   |               |
| Full Name   | Relationship  |
| Company   | Phone (     ) |
| Address   |               |
| Full Name   | Relationship  |
| Company   | Phone (     ) |
| Address   |               |

**PREVIOUS EMPLOYMENT**

|  |                    |                              |                             |
|--|--------------------|------------------------------|-----------------------------|
| Company  |                    | Phone ( )                    |                             |
| Address  |                    | Supervisor                   |                             |
| Job Title  | Starting Salary \$ | Ending Salary \$             |                             |
| Responsibilities   |                    |                              |                             |
| From   | To                 | Reason for Leaving           |                             |
| May we contact your previous supervisor for a reference? |                    | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Company  |                    | Phone ( )                    |                             |
| Address  |                    | Supervisor                   |                             |
| Job Title  | Starting Salary \$ | Ending Salary \$             |                             |
| Responsibilities   |                    |                              |                             |
| From   | To                 | Reason for Leaving           |                             |
| May we contact your previous supervisor for a reference? |                    | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Company  |                    | Phone ( )                    |                             |
| Address  |                    | Supervisor                   |                             |
| Job Title  | Starting Salary \$ | Ending Salary \$             |                             |
| Responsibilities   |                    |                              |                             |
| From   | To                 | Reason for Leaving           |                             |
| May we contact your previous supervisor for a reference? |                    | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

**SKILLS**

Please list technical skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have knowledge, and note your level of proficiency (basic, intermediate, expert)

**MILITARY SERVICE**

|                                  |                   |    |
|----------------------------------|-------------------|----|
| Branch                           | From              | To |
| Rank at Discharge                | Type of Discharge |    |
| If other than honorable, 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 my release.

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|