

# APPLICATION FOR EMPLOYMENT

183 Cedar Drive

Foley, MN 56329

Phone 320.968.6197

Website: [www.bentonpartnership.org](http://www.bentonpartnership.org)

Benton Economic Partnership, Inc. considers applicants for all positions without regard to race, color, creed, religion, sex, national origin, age, marital status, disability, sexual orientation or status with regard to public assistance.

1. Title of specific position for which you are applying		2. Date of Application		3. Date available for work	
4. Last Name		First Name		Middle Name	
5. If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes <input type="checkbox"/> No <input type="checkbox"/>					
6. Street Address		7. City		8. State and Zip	
9. Residence Phone		10. Business Phone		11. Cell Phone	
12. E-mail Address					
13. Employment condition desired: (check one) Regular <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Part-Time <input type="checkbox"/>			14. Have you previously been employed by Benton Economic Partnership, Inc.? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, date _____ Position _____		
15. If position involves driving, please indicate driver's license number					
Number _____		State _____		Class _____	
16. Education. Did you graduate from high school or receive a GED? Yes <input type="checkbox"/> No <input type="checkbox"/> School Attended _____					
How many years of education have you had? (circle one)    7   8   9   10   11   12   13   14   15   16   17   18   19   20					
Names and locations of colleges, universities, technical schools		Did you graduate?		Certificate/degree    Course of study	
		Yes <input type="checkbox"/> No <input type="checkbox"/>			
		Yes <input type="checkbox"/> No <input type="checkbox"/>			
		Yes <input type="checkbox"/> No <input type="checkbox"/>			
		Yes <input type="checkbox"/> No <input type="checkbox"/>			
		Yes <input type="checkbox"/> No <input type="checkbox"/>			
17. Relevant current professional memberships, registrations, or licenses. _____ _____ _____					
18. Job-relevant volunteer and unpaid work experience					
Kind of volunteer activity (do not specify organization)	Major responsibilities	# Hours per month	Years From	To	

19. Describe any additional experience or training that qualifies you for this job \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**20. Employment History – List your present or most recent experience first. Attach additional sheets if necessary.**

Employer _____	Your Title _____
Type of Business _____	Length of Employment:
Street Address _____	From: _____ To: _____
City, State, Zip _____	Total Years _____
Phone number _____	Hours Per Week _____ Last Salary _____
Supervisor's name _____	Reason for Leaving: _____
Supervisor's title _____	

May we contact this employer? Yes ☐ No ☐ If no, explain \_\_\_\_\_

Number and type of positions you supervised: \_\_\_\_\_

Principal Responsibilities - Be Complete: \_\_\_\_\_

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

Employer _____	Your Title _____
Type of Business _____	Length of Employment:
Street Address _____	From: _____ To: _____
City, State, Zip _____	Total Years _____
Phone number _____	Hours Per Week _____ Last Salary _____
Supervisor's name _____	Reason for Leaving: _____
Supervisor's title _____	

May we contact this employer? Yes ☐ No ☐ If no, explain \_\_\_\_\_

Number and type of positions you supervised: \_\_\_\_\_

Principal Responsibilities - Be Complete: \_\_\_\_\_

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

Employer _____ Type of Business _____ Street Address _____ City, State, Zip _____ Phone number _____ Supervisor's name _____ Supervisor's title _____	Your Title _____ Length of Employment: From: _____ To: _____ Total Years _____ Hours Per Week _____ Last Salary _____ Reason for Leaving: _____
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May we contact this employer?      Yes <input type="checkbox"/> No <input type="checkbox"/> If no, explain _____ Number and type of positions you supervised: _____ Principal Responsibilities - Be Complete: _____ _____ _____ _____ _____ _____ _____	
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Employer _____ Type of Business _____ Street Address _____ City, State, Zip _____ Phone number _____ Supervisor's name _____ Supervisor's title _____	Your Title _____ Length of Employment: From: _____ To: _____ Total Years _____ Hours Per Week _____ Last Salary _____ Reason for Leaving: _____
May we contact this employer?      Yes <input type="checkbox"/> No <input type="checkbox"/> If no, explain _____ Number and type of positions you supervised: _____ Principal Responsibilities - Be Complete: _____ _____ _____ _____ _____ _____ _____	

21. Word Processing/Computer Experience:    Number of Years _____ List Software and hardware you are familiar with _____ _____	
CLERICAL APPLICANTS ONLY:      Typing Speed _____ WPM	

22. Give the names of four people other than relatives who can be contacted regarding your qualifications, work habits and character.
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NAME	PRESENT ADDRESS	TELEPHONE	POSITION AND RELATION TO YOUR WORK

23. Where did you hear about this position? \_\_\_\_\_

## SIGNATURE

In connection with this application for employment, I authorize Benton Economic Partnership, Inc. and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application, including, but not limited to, my records maintained by an educational institution relating to academic performance such as transcripts. Moreover, I hereby release the Benton Economic Partnership, Inc. and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information from any person.

YES ☐

YES, but not present employer until job is offered ☐

NO (We may be unable to hire you without this information) ☐

I understand that no management official other than the Executive Director, has the authority to make oral or written employment offers for a specified period of time or for specified conditions. I also understand that any document regarding my employment must be in writing and signed by me.

I understand that neither this document nor any offer of employment from the Benton Economic Partnership, Inc. constitutes an employment contract unless a specified document to that affect is executed by the Executive Director and me in writing. Unless a written document signed by the Executive Director and me is created, then my employment status is that of an employee at will who can quit or be terminated from work at any time for any reason. All Benton Economic Partnership, Inc. employees are employees at will unless covered by a labor contract or other written agreement.

Benton Economic Partnership, Inc. has the right to verify information provided in the application. I certify that the answers given herein (and accompanying resume, if any) are true and complete to the best of my knowledge and I have not omitted any information. I further understand that false, misleading, or omitted information in my application form, interview(s), or resume (if any) may disqualify me for further consideration for employment or result in immediate discharge if discovered at a later date.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT (do not print)