



P.O. Box 308
Sussex, WI 53089

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION:

Name: _____ Date: _____
(First) (Middle) (Last)

Permanent Address: _____ Apt. #: _____

City, State, Zip: _____ Phone Number: (____) _____

MISCELLANEOUS INFORMATION:

Position applying for: _____ Date available to start: _____

How did you learn about this vacancy? _____ Salary expectations: _____

Have you ever been employed by Halquist? Yes No If yes, when? _____

Have you ever been convicted of a *criminal offense? Yes No If yes, describe? _____
(other than a minor traffic violation)

*Please note: "A conviction is not an absolute bar to employment."

Have you ever been terminated or forced to resign? Yes No If yes, explain? _____

May we inquire of your present employer? Yes No _____

EDUCATION:

School	Name & Location	Years Attended	Did you graduate?	Course of Study
Grammar School				
High School				
College				
Trade/Business School				

Please list any other details necessary to complete or clarify your applications including special skills, activities and/or any U.S. Military Service. _____

Do you hold a Commercial Drivers License (CDL)? Yes No If yes, what type? _____

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EMPLOYMENT HISTORY:**DATES OF EMPLOYMENT:**

Present or last employer: _____ Address: _____ Phone: () _____ City: _____ State: _____ Zip: _____ Position: _____ Salary: _____ Job Duties: _____ Reason for leaving: _____ Name of immediate supervisor: _____	From _____ Month/Day/Year To _____ Month/Day/Year Hours per week _____ Full-time/Part-time? _____
Previous employer: _____ Address: _____ Phone: () _____ City: _____ State: _____ Zip: _____ Position: _____ Salary: _____ Job Duties: _____ Reason for leaving: _____ Name of immediate supervisor: _____	From _____ Month/Day/Year To _____ Month/Day/Year Hours per week _____ Full-time/Part-time? _____
Previous employer: _____ Address: _____ Phone: () _____ City: _____ State: _____ Zip: _____ Position: _____ Salary: _____ Job Duties: _____ Reason for leaving: _____ Name of immediate supervisor: _____	From _____ Month/Day/Year To _____ Month/Day/Year Hours per week _____ Full-time/Part-time? _____
Previous employer: _____ Address: _____ Phone: () _____ City: _____ State: _____ Zip: _____ Position: _____ Salary: _____ Job Duties: _____ Reason for leaving: _____ Name of immediate supervisor: _____	From _____ Month/Day/Year To _____ Month/Day/Year Hours per week _____ Full-time/Part-time? _____
Previous employer: _____ Address: _____ Phone: () _____ City: _____ State: _____ Zip: _____ Position: _____ Salary: _____ Job Duties: _____ Reason for leaving: _____ Name of immediate supervisor: _____	From _____ Month/Day/Year To _____ Month/Day/Year Hours per week _____ Full-time/Part-time? _____

PROFESSIONAL REFERENCES:

Name and Title	Work Relationship	Address and Phone Number
1.		
2.		
3.		

I certify the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for any damages that may result from furnishing same to you. I understand and agree that, if hired, my employment is for no definite period and may regardless of the date of payment of my wages and salary, be terminated at any time without prior notice and without cause.

Date: _____ Signature _____

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