



EMPLOYMENT APPLICATION Electronic Form Version

1305 Stadium Rd.
Mankato, MN 56001-5355
(507)257-3600

AN EQUAL OPPORTUNITY EMPLOYER

Complete and forward to: hr@micro-trak.com

To Applicant: Read the introduction carefully before answering any questions. Various federal and state laws, as well as regulations for federal government contractors, prohibit discrimination because of race, color, religion, sex, national origin, age, handicap and/or military service during the Vietnam era. None of the questions contained herein are intended to elicit information in violation of these laws or to be used in a discriminating manner. All applicants applying for a position to last more than 30 days will be requested to submit to a test for intoxicants prior to employment. Failure to submit to a test will result in withdrawal of a conditional offer of employment. No applicant will be asked to take a test unless an offer of employment has been made. All offers of employment are conditional upon a negative test result. Copies of the company's Drug and Alcohol Policy are available to all applicants upon request.

PERSONAL INFORMATION

Last Name		First Name		Middle Name		Date of Application	
Address (Number & Street)			City		State		Zip
Telephone							
Are you legally permitted to work in the U.S.?		Proof of citizenship or immigration status and authority to work in U.S. will be required upon employment			How were you referred to this company?		Are you over 18 yrs. of age?
Type of position desired				Salary expected		Date available	
Have you previously been employed by this company?		If yes, when?					
Have you entered into an agreement with any former employer or other party (such as a noncompetition agreement) that might, in any way, restrict your ability to work for our company?				If yes, please explain:			
Have you ever been fired or asked to resign from a job?		If yes, please explain:					

EDUCATION AND SKILLS

Name of School	City and State where located	Course of study	Choose highest grade	Graduated?	Grade Avg.
Elementary					
High School					
College				Degree	
Graduate or Technical				Degree	
Business, Commercial, Correspondence, etc.					

Summarize special skills and qualifications acquired from employment or other experience

MILITARY

Branch of Service		Date From: _____ To: _____		Rank at separation or discharge	
Principal duties while in Service				Special training received	

EMPLOYMENT RECORD

Please list all employment starting with present or most recent employer. Account for all periods, including unemployment and service with U.S. Armed Services. Include any relevant voluntary and/or part-time experience.

Employer and Address	Dates	Last supervisor's name / title	Your position, major duties and number of people you supervised	Reason for leaving
_____	From: _____			
_____	To: _____			
Phone: _____				
_____	From: _____			
_____	To: _____			
Phone: _____				
_____	From: _____			
_____	To: _____			
Phone: _____				
_____	From: _____			
_____	To: _____			
Phone: _____				

PERSONAL REFERENCES Do not list names of relatives or former employers

Name	Address	Phone	Occupation	Years Known
1.				
2.				
3.				

Please read carefully - Applicant's Certification and Agreement

The facts set forth in my application for employment are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be sufficient cause 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, personal or otherwise, and release all parties from all claims and liabilities of any nature arising from such investigations or supplying of information for such investigations. I understand that my present employer will not be contacted before I accept employment, without my specific approval. I agree to conform to the rules and regulations of the company and understand that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the company or myself. I further understand that no representative of the company has the authority to enter into any agreement for employment for any specified period of time.

I understand that an offer for employment will be contingent on my ability to prove that I am authorized to work in the United States, as required by the Immigration Reform and Control Act of 1986.

Signature

Date