 **APPLICATION FOR EMPLOYMENT**

PLEASE PRINT BELOW

|  |
| --- |
| Position(s) Applying For: Date of Application |
| Last Name First Name Middle Initial |
| Street Address |
| City State Zip Code |
| Home Phone Number Cell Phone Number |

Are you available to work: □ Full Time □ Part Time □ Seasonal □ Temporary (less than 12 mos.)

On what date would you be available for work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Can/Will you travel if a job requires it? □ Yes □ No Comments\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­\_\_\_\_\_\_\_

Have you ever been employed with us before? □ Yes □ No If Yes, where and when\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been convicted of a felony? □ Yes □ No □ Do not wish to disclose If yes, please explain:

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

(Conviction will not necessarily disqualify an applicant from employment)

Do you have a current CDL license? □ Yes □ No If Yes, please circle class A or B

CDL License # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever had your CDL revoked or suspended? □ Yes □ No If yes, please explain

Do you have any CDL endorsements?

*Note: all CDL holders are subject to pre-employment drug screening. We are required by law to contact previous employers to obtain information on past drug and alcohol screening results. Runge Enterprises will request your MVR from the state to ensure the employment of quality drivers.*

*All CDL holders are subject to pre-employment, random, reasonable suspicion, and post-accident drug and alcohol testing.*

Are you able to perform all the essential functions of the position(s) for which you are applying with or without reasonable accommodation? □ Yes □ No

If hired, can you furnish proof that you are legally eligible to work in the United States? □ Yes □ No

*Note: Runge Enterprises uses Form I-9 and E-verify to verify eligibility.*

Have you ever filed an application with us before? □ Yes □ No If Yes, give date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did you learn about us? □ Advertisement □ Walk-In □ Employment Agency

□ Friend □ Relative □ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EDUCATION**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Junior/Senior**  **High School** | | | | | **College** | | | | **Vo-Tech** | |
| School Name  And Location |  | | | | |  | | | |  | |
| Circle Highest  Year Completed | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 1 | 2 |
| Degree or  Course of Study | N/A | | | | |  | | | |  | |

**SPECIAL SKILLS AND QUALIFICATIONS**

Summarize special job-related skills, qualifications, licenses or certifications acquired from employment or other experiences that you believe may be helpful to us in considering your application.

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

**EMPLOYMENT EXPERIENCE**

Are you currently employed? □ Yes □ No

If Yes, may we contact your present employer? □ Yes □ No

If No, are you currently on “lay-off” status and subject to recall? □ Yes □ No

Provide the following information, starting with you present or most recent job, and include any job-related military service assignments and volunteer activities. You may excluded organizations with indicate race, color, religion, sex/gender, national origin, ancestry, disability or other protected status.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer | | | Supervisor | Hourly Rate/Salary (optional) | |
| Starting | Final |
| Address | | | Telephone Number |  |  |
| Job Title/Work Performed | | | | | |
| Date Hired | Date Left | Reason for Leaving | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer | | | Supervisor | Hourly Rate/Salary (optional) | |
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| Address | | | Telephone Number |  |  |
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| Starting | Final |
| Address | | | Telephone Number |  |  |
| Job Title/Work Performed | | | | | |
| Date Hired | Date Left | Reason for Leaving | | | |

**REFERENCES**

Give names, addresses and telephone numbers of three references that are not related to you.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We are an Equal Opportunity Employer and will not discriminate against any applicant on any grounds protected under federal, state or local law. Federal law obligates us to provide reasonable accommodation to the known disabilities of applicants, unless to do so would pose an undue hardship. Please feel free to let us know if you need an accommodation to complete the application process.

**CONTACT US**

4801 N. Velocity Ave, Sioux Falls, SD 57104 **∙** (605) 334-4833 **∙** Fax (605) 334-1989

**APPLICANT’S STATEMENT**

I have read and understand the requirements for prospective applicants listed above and agree to comply with them in the event of being hired for employment.

I certify that the answers given herein are true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Company.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand that neither this document nor any offer of employment from the Company constitute an employment contract unless a specific document to that affect is executed by the Company and employee in writing.

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

Signature of Applicant Date

Please submit your application by:

Fax: (605) 334-1989

Mail: Runge Enterprises, Inc.

P.O. Box 86490

Sioux Falls, SD 57118-6490

Email: [office@runge-enterprises.com](mailto:office@runge-enterprises.com)

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| --- |
| **FOR PERSONNEL DEPARTMENT USE ONLY – DO NOT WRITE IN THIS SPACE** |
| Application Received By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Hired By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Employment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Job Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pay Rate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |