



**EMPLOYMENT APPLICATION**

Position you are applying for? \_\_\_\_\_ Date \_\_\_\_\_

Preference of Location \_\_\_\_\_ Willing to work any location? YES NO

**PERSONAL INFORMATION**

NAME \_\_\_\_\_ Preferred Name \_\_\_\_\_  
First Middle Last

Address \_\_\_\_\_ How long \_\_\_\_\_  
Street address City, State, Zip Code

Telephone (\_\_\_\_) \_\_\_\_\_ Email Address \_\_\_\_\_

Emergency contact name \_\_\_\_\_ Phone number (\_\_\_\_) \_\_\_\_\_

Relationship \_\_\_\_\_

Are you 18 years of age or older?  YES  NO If no, what is your birth date? \_\_\_\_/\_\_\_\_/\_\_\_\_

Have you previously applied with Black Hills Blend? YES NO

Do you have reliable transportation? YES NO

Are you currently employed? If so, where? \_\_\_\_\_

If hired, when can you begin work? \_\_\_\_\_

**AVAILABILITY**

Employment desired  FULL-TIME ONLY  PART-TIME ONLY  FULL-OR PART-TIME

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

\_\_\_\_ FROM TO \_\_\_\_ FROM TO \_\_\_\_ FROM TO \_\_\_\_ FROM TO \_\_\_\_ FROM TO \_\_\_\_ FROM TO \_\_\_\_ FROM TO

Least number of hours you want to work weekly? \_\_\_\_\_ Most number of hours weekly? \_\_\_\_\_

Can you work early in the morning? YES NO

**EDUCATION**

Name	City, State	Number of Years Completed	GPA	Graduation Year
High School	_____	_____	_____	_____
College or Vo-Tech	_____	_____	_____	_____

## WORK EXPERIENCE

Company	Phone Number	Position: Duties	Wage	Dates Employed
1. _____	_____	_____	_____	_____
Reason for Leaving _____				
May We Contact	YES NO	Supervisor	_____	
2. _____	_____	_____	_____	_____
Reason for Leaving _____				
May We Contact	YES NO	Supervisor	_____	
3. _____	_____	_____	_____	_____
Reason for Leaving _____				
May We Contact	YES NO	Supervisor	_____	
4. _____	_____	_____	_____	_____
Reason for Leaving _____				
May We Contact	YES NO	Supervisor	_____	

## PERSONAL REFERENCES

(Other than relatives or previous employers)

Name	Phone Number	# of Years Known	Relationship to You
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## FINAL THOUGHTS

What are the top three reasons why you would like to work at Black Hills Blend?

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

What are three characteristics you believe are found in a great staff member?

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

## AUTHORIZATION

I, the undersigned, declare that the statements made in the application are to the best of my knowledge true. I authorize Black Hills Blend to thoroughly investigate all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without notice. I hereby authorize Black Hills Blend to contact schools, previous employers (unless otherwise indicated), references, and hereby release Black Hills Blend from any liability as a result of such contact.

If I am offered employment, I agree to submit to a drug test prior to starting work if requested. If employed, I also agree to submit to a drug test any time deemed appropriate by Black Hills Blend as permitted by law. I understand my employment or continued employment is contingent upon satisfactory results from drug test.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Today's Date