



EMPLOYMENT APPLICATION

Position you are applying for? _____

Date _____

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

Have you ever been convicted of a crime? YES NO

If yes, number of convictions, nature of offence, date of offence (s) _____

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

If hired, when can you begin work? _____

EDUCATION

Name City, State Number of Years Completed GPA Degree/Diploma

High School _____

College or Vo-Tech _____

Other _____

WORK EXPERIENCE

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

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