



**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 \_\_\_\_\_

Have you previously applied with Black Hills Blend?            YES        NO

Do you have a valid Driver's License?                                YES        NO

Our drivers are required to submit their official driving record. This can be obtained at the Driver's License Station in Rapid City. Is this something you would be willing to provide within a week of your interview?            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**

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

Are there any days or hours you are not available to 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