

# APPLICATION FOR EMPLOYMENT



431 S. Pierre St.  
Pierre, SD 57501  
(800) 658-4555

## AN EQUAL OPPORTUNITY EMPLOYER

**INSTRUCTIONS:** Print in black ink or type all answers. Read carefully and fill in items completely. Incomplete applications will not be accepted. Return completed applications directly to Personal Group, Inc., unless otherwise directed.

Application must be postmarked by closing date.

1. NAME \_\_\_\_\_  
Last First Middle

2. MAILING ADDRESS \_\_\_\_\_  
City State Zip

3. TELEPHONE NUMBER ( ) ( ) ( )  
Home Cell Work

4. E-MAIL ADDRESS \_\_\_\_\_

5. SOCIAL SECURITY NUMBER \_\_\_\_\_

6. POSITION(S) OF INTEREST \_\_\_\_\_

7. Do you have any disability of limitation, which would hinder you in the performance of the duties of the position for which you are applying?

YES  NO

If YES, explain: \_\_\_\_\_

8. What type of employment will you accept?

- Permanent, Full-time       Temporary, Full-time  
 Permanent, Part-time       Temporary, Part-time

9. When could you begin employment?

Now, beginning on \_\_\_\_\_.

After \_\_\_\_\_ working days notice to present employer.

10. List names, addresses and phone numbers of three professional references:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

11. May we contact your current or most recent employer regarding your qualifications?

YES

NO

<b>EDUCATION AND TRAINING</b>
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12. Check last year of education completed.

GED    High School    VoTech    College    Masters    Doctorate

13. List formal education beginning with the most recent. Include college, high school, vocational or business school, apprenticeship, military training, etc.

Name and address of school \_\_\_\_\_

Attended from (mo/yr) \_\_\_\_\_ to \_\_\_\_\_ Total credit hours \_\_\_\_\_

Major(s) or course \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Type of degree \_\_\_\_\_

Name and address of school \_\_\_\_\_

Attended from (mo/yr) \_\_\_\_\_ to \_\_\_\_\_ Total credit hours \_\_\_\_\_

Major(s) or course \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Type of degree \_\_\_\_\_

Name and address of school \_\_\_\_\_

Attended from (mo/yr) \_\_\_\_\_ to \_\_\_\_\_ Total credit hours \_\_\_\_\_

Major(s) or course \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Type of degree \_\_\_\_\_

14. Use this space to identify any other educational experiences you have had which are pertinent to this position. Include any workshops, seminars, military or vocational training, etc., which are not listed above. Indicate time involved (hours per week, number of weeks, number of credits, etc.)

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15. List any relevant certificates, licenses or registrations you possess or are eligible for. Include expiration dates.

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<b>WORK HISTORY</b>
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16. Begin with your current or most recent position and work backwards. List each promotion as a separate job. Include paid and verifiable non-paid experience, including military service. Be as accurate and complete as possible, especially in describing the duties of each position. If you need more space, use box #17 or attach additional sheets using the same format.

**A. Current or Most Recent Position:**

Dates of Employment:

From (mo/yr) \_\_\_\_\_ To (mo/yr) \_\_\_\_\_ Total yrs \_\_\_\_\_ Months \_\_\_\_\_

Job title: \_\_\_\_\_ Starting salary \_\_\_\_\_ Last Salary \_\_\_\_\_

Employer: \_\_\_\_\_ Type of business: \_\_\_\_\_

Employer address: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor's name and title: \_\_\_\_\_

Number of employees you supervised: \_\_\_\_\_ Average hrs/week worked: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Complete description of duties: \_\_\_\_\_

**B. Next Previous Position**

Dates of Employment:

From (mo/yr) \_\_\_\_\_ To (mo/yr) \_\_\_\_\_ Total yrs \_\_\_\_\_ Months \_\_\_\_\_

Job title: \_\_\_\_\_ Starting salary \_\_\_\_\_ Last Salary \_\_\_\_\_

Employer: \_\_\_\_\_ Type of business: \_\_\_\_\_

Employer address: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor's name and title: \_\_\_\_\_

Number of employees you supervised: \_\_\_\_\_ Average hrs/week worked: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Complete description of duties: \_\_\_\_\_

**C. Next Previous Position**

Dates of Employment:

From (mo/yr) \_\_\_\_\_ To (mo/yr) \_\_\_\_\_ Total yrs \_\_\_\_\_ Months \_\_\_\_\_

Job title: \_\_\_\_\_ Starting salary \_\_\_\_\_ Last Salary \_\_\_\_\_

Employer: \_\_\_\_\_ Type of business: \_\_\_\_\_

Employer address: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor's name and title: \_\_\_\_\_

Number of employees you supervised: \_\_\_\_\_ Average hrs/week worked: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Complete description of duties: \_\_\_\_\_

**D. Next Previous Position**

Dates of Employment:

From (mo/yr) \_\_\_\_\_ To (mo/yr) \_\_\_\_\_ Total yrs \_\_\_\_\_ Months \_\_\_\_\_

Job title: \_\_\_\_\_ Starting salary \_\_\_\_\_ Last Salary \_\_\_\_\_

Employer: \_\_\_\_\_ Type of business: \_\_\_\_\_

Employer address: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor's name and title: \_\_\_\_\_

Number of employees you supervised: \_\_\_\_\_ Average hrs/week worked: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Complete description of duties: \_\_\_\_\_

17. Additional Space: Use this block to complete information given elsewhere on this form. If you still need more space, attach additional sheets. You may use this space to summarize other pertinent education or experience, which qualifies you for the position for which you are applying.

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18. **As a part of Personal Group's employment process, we may be checking your background relative to job and personal references, criminal record, and social services record. In order to do that, we must have your authorization.**

**The undersigned hereby authorizes Personal Group to obtain any information regarding the social services, work, credit, or criminal history of the undersigned applicant for consideration of employment by Personal Group. The undersigned also understands that misrepresentation or omission of facts called for in the application is cause for cancellation of the application and/or separation from employment.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_