



Daanen & Janssen, Inc – APPLICATION FOR EMPLOYMENT

PLEASE READ BEFORE FILLING OUT THIS APPLICATION

This COMPANY does not discriminate in hiring or employment on the basis of any categories protected by State or Federal law. No question on this application is intended to secure information to be used for such discrimination. The application will be given every consideration, but its receipt does not imply that the applicant will be employed.

Please answer every question. Use **INK** and **PLEASE PRINT**.

FIRST MIDDLE LAST NAME PHONE NUMBER - Cell Home Work (circle one)

STREET ADDRESS PHONE NUMBER - Cell Home Work (circle one)

CITY, STATE, AND ZIP CODE EMAIL ADDRESS

Length of time at the above address: _____ yrs _____ months

List previous address within the United States, except Military, if address changed during the past year.

STREET ADDRESS	CITY	STATE	ZIP CODE	FROM DATE	TO DATE

Type of work desired: _____

Do you have a valid WISCONSIN Drivers License (or other – please list state) _____

Status preferred: Full time or Part time: If part time – what hours/days are preferred: _____

Can you work overtime? _____ Can you work SATURDAY? _____ Can you work Sunday? _____

Are there any hours you cannot work? If so, please list : _____

Date available for work: _____ Are you over 18 years of age? YES NO

HOW DID YOU HEAR ABOUT THIS POSITION &/OR OUR COMPANY? Job Board/Site: _____

(list all that apply)

Online/Social Media: _____ Referral from: _____ Other: _____

GENERAL INFORMATION

If you have actual experience in any of the following – Please Check

<p>OFFICE:</p> <input type="checkbox"/> Accounts Payable <input type="checkbox"/> Accounts Receivable <input type="checkbox"/> Payroll <input type="checkbox"/> Reception – Dispatch <input type="checkbox"/> Sales Representative	<p>QUARRY POSITIONS:</p> <input type="checkbox"/> Production Crew <input type="checkbox"/> Equipment Operator <input type="checkbox"/> Customer Service Loader Operator <input type="checkbox"/> Customer Service / Scale Operator <input type="checkbox"/> Drilling Crew	<p>DRIVING:</p> <input type="checkbox"/> Dump Truck Driver <p>MAINTENANCE:</p> <input type="checkbox"/> Equipment Technician <input type="checkbox"/> Welder
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Please use this area to list all EQUIPMENT you have operated: Loader Crushing Plant

Skid Steer Excavator Dump Truck Off-Road Truck Other: _____

EDUCATION

NAME OF INSTITUTION	ADDRESS	MAJOR COURSE OR SUBJECT	GRADE LEVEL COMPLETED <small>(or CIRCLE # of yr)</small>	LAST ATTENDED MONTH & YEAR	DEGREE or DIPLOMA? YES NO
High School or Preparatory:					
Technical School:			1 2 3 4		
College:			1 2 3 4		
Graduate Work			1 2 3 4		

OTHER INFORMATION - List scholastic honors, offices held, &/or activities in school, or other educational or civic organizations. Also list SEMINARS ATTENDED / WORKPLACE TRAINING or RELEVANT SKILLS ACQUIRED:

Are you planning to pursue further studies? Yes No Day school Night school

List any additional languages you are able to speak: _____ write read translate

EMPLOYMENT RECORD

Starting with **PRESENT** or **MOST RECENT**, list all previous employers. Include self-employment, summer and part-time jobs.

Name and Address of Employer	Dates Employed		Salary		Reason For Leaving
	From - Mo. & Yr.	To - Mo. & Yr.	Starting	Leaving	
Company Name					
Number and Street					
City, State, and Zip Code					
TITLE / Position & Duties:					
Supervisor's Name:			Phone # () -		

Name and Address of Employer	Dates Employed		Salary		Reason For Leaving
	From - Mo. & Yr.	To - Mo. & Yr.	Starting	Leaving	
Company Name					
Number and Street					
City, State, and Zip Code					
TITLE / Position & Duties:					
Supervisor's Name:			Phone # () -		

Name and Address of Employer	Dates Employed		Salary		Reason For Leaving
	From - Mo. & Yr.	To - Mo. & Yr.	Starting	Leaving	
Company Name					
Number and Street					
City, State, and Zip Code					
TITLE / Position & Duties:					
Supervisor's name:				Phone # () -	

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Company Name					
Number and Street					
City, State, and Zip Code					
TITLE / Position & Duties:					
Supervisor's name:				Phone # () -	

If You need more space, please attach a separate sheet of paper.

If you are now employed, MAY WE CONTACT YOUR PRESENT EMPLOYER? YES NO

Computer Skills (please list only those you have ACTIVELY worked in) WORD ___ OUTLOOK ___ EXCEL ___ (can BUILD spreadsheets) Other: _____

Have you ever been reprimanded or counseled regarding attendance issues? _____ If so, please describe

**Have you ever been convicted of ANY offense? (INCLUDE felony, misdemeanor &/or ordinance charges – but you do not need to include minor traffic violations) If so, identify the type of conviction, date, sentence and county in which imposed: _____

*Are there any pending charges against you? _____

**This information may not automatically disqualify you from consideration - Factors such as relation to position, date of offense, seriousness and nature of violation, and rehabilitation are considered in making an employment decision.

PROFESSIONAL REFERENCES

Please do not list references, relatives or personal friends, who cannot refer to your professional abilities/qualities.

Name	Occupation	Address, City & State	Telephone Number	Number of years These people have known You

There are three (3) signatures required on this application. Each one covers an important part of job-related information, and of your future employment, if you are hired. They are separate in order to emphasize each issue. You are urged to carefully read each before signing. If you have any questions, please ask the person who is taking this application, or the Human Resource Director.

REFERENCE AUTHORIZATION

I understand that references will be contacted, and that appropriate work-related references are not Limited to those listed in my application. I authorize **Daanen & Janssen, Inc.** to contact and secure information about my educational background, work experience, credit rating, and to secure records of licensing, administrative, regulatory or any other governmental agency, and to contact any other information source relevant to employability. I hereby release **Daanen & Janssen, Inc.** its subsidiaries, officers and agents from liability for seeking such information, and all other persons, schools, corporations or organizations for furnishing such information.

Date

Signature

In processing this employment application, we may request that an investigative consumer report be prepared, which may include information as to your employment, finances, and general reputation. You have the right to request that we completely and accurately disclose to you the nature and scope of the investigation requested. Such a request must be made in writing to this company within a reasonable time after you complete this application. A separate information and authorization document will be provided if a consumer report is to be done.

DRUG TESTING

I understand and agree that a Drug Screening Test is a condition of application for employment, and will be done prior to employment. I understand that positive testing results may be grounds for refusal to hire.

I also understand and agree that the company reserves the right to require me to submit to a drug or alcohol screening test at any time after employment, and may also require me to submit to work-related medical examinations during the course of my employment.

Date

Signature

CERTIFICATION OF TRUTHFULNESS & UNDERSTANDING OF EMPLOYMENT-AT-WILL

I certify that the facts contained in this application are true and I understand that any false or misleading statements, or omissions in this application may result in rejection of this application, or if hired, in discharge.

I understand that **Daanen & Janssen, Inc.** is an **Employer-At-Will**, which means that if I am hired, my employment is for no definite period, and may be terminated at the will of myself or my employer, at any time, without notice, for any reason, or for no reason. No employee of the company is authorized to promise me anything contrary to what is stated in this paragraph, and I may not rely on any such representations.

I also understand that all rules manuals, employee handbooks, or personnel policies are descriptive only. They do not form any sort of contract between myself and the employer, and they may be unilaterally changed, or not applied, as the employer believes to be in the best interest of the company at the time.

Date

Signature

(04/19)