



504 EAST MONROE ST. RAPID CITY, SD 57701  
605-348-6692

## Employment Application

### PERSONAL INFORMATION

DATE: \_\_\_\_\_

FULL NAME: \_\_\_\_\_  
First Middle Last

ADDRESS: \_\_\_\_\_  
Street Address Apt/Suite  
\_\_\_\_\_  
City State Zip Code

EMAIL ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

SOCIAL SECURITY NUMBER (SSN) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

DATE AVAILABLE \_\_\_\_\_ DESIRED PAY \$ \_\_\_\_\_  HOUR  SALARY

### EMPLOYMENT ELIGIBILITY

ARE YOU LEGALLY ELIGIBLE TO WORK IN THE US?  YES  NO\*

\*IF NO, PLEASE EXPLAIN: \_\_\_\_\_

HAVE YOU EVER WORKED FOR THIS EMPLOYER?  YES  NO\*

\*IF YES, WRITE THE START AND END DATES: \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A FELONY?  YES  NO\*

\*IF YES, PLEASE EXPLAIN: \_\_\_\_\_

**EDUCATION**

**HIGH SCHOOL:** \_\_\_\_\_ **CITY/STATE:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**GRADUATE?**  YES  NO **DIPLOMA:** \_\_\_\_\_

**COLLEGE:** \_\_\_\_\_ **CITY/STATE:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**GRADUATE?**  YES  NO **DEGREE:** \_\_\_\_\_

**OTHER:** \_\_\_\_\_ **CITY/STATE:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**DEGREE/CERTIFICATION:** \_\_\_\_\_

**OTHER:** \_\_\_\_\_ **CITY/STATE:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**DEGREE/CERTIFICATION:** \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

**EMPLOYER 1:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
Street Address Apt/Suite

City State Zip Code  
**STARTING PAY \$** \_\_\_\_\_  HOUR  SALARY **ENDING PAY \$** \_\_\_\_\_  HOUR  SALARY

**JOB TITLE:** \_\_\_\_\_

**RESPONSIBILITIES:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**REASON FOR LEAVING:** \_\_\_\_\_

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**EMPLOYER 2:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
Street Address Apt/Suite

City State Zip Code  
**STARTING PAY \$** \_\_\_\_\_  HOUR  SALARY **ENDING PAY \$** \_\_\_\_\_  HOUR  SALARY

**JOB TITLE:** \_\_\_\_\_

**RESPONSIBILITIES:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**REASON FOR LEAVING:** \_\_\_\_\_

**EMPLOYER 3:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
Street Address Apt/Suite

City State Zip Code  
**STARTING PAY \$** \_\_\_\_\_  HOUR  SALARY **ENDING PAY \$** \_\_\_\_\_  HOUR  SALARY

**JOB TITLE:** \_\_\_\_\_

**RESPONSIBILITIES:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**REASON FOR LEAVING:** \_\_\_\_\_

**REFERENCES**  
(PROFFESIONAL ONLY)

**COMPANY:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**(2) FULL NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_  
FIRST LAST

**COMPANY:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**(3) FULL NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_  
FIRST LAST

**COMPANY:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**MILITARY SERVICE**

**ARE YOU A VETERAN?**  YES  NO

**BRANCH:** \_\_\_\_\_ **RANK AT DISCHARGE:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**TYPE OF DISCHARGE:** \_\_\_\_\_

**IF NOT HONORABLE, PLEASE EXPLAIN:** \_\_\_\_\_

**ADDITIONAL INFORMATION**

**For consideration of employment all applicants must submit a cover letter and resume for the position they are applying for**

**BACKGROUND CHECK CONSENT**

**IF ASKED, ARE YOU WILLING TO CONSENT TO A BACKGROUND CHECK?**  YES  NO

**DISCLAIMER**

Applicants understand this is an Equal Opportunity Employer committed to excellence through diversity. To ensure this application is acceptable, please print or type the fully completed application for consideration.

Please complete each section, EVEN IF you decide to attach a resume.

I, the Applicant, certify that my answers are accurate and honest to the best of my knowledge. If this application leads to my eventual employment, I understand that any false or misleading information in my application or interview may result in my employment termination.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_