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133 32nd Avenue South

Brookings, South Dakota 57006

## Employment Application

## Sterling Technology, Inc. is an Equal Opportunity Employer

## Answer each question fully and accurately. No action can be taken on this application until you have answered all questions legibly and signed the back of the form. Use blank paper if you do not have enough room on the application. Please type or print except for the signature on the back. In reading and answering the following questions, be aware that none of the questions are intended to imply any form of discrimination based upon non-job related information.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Applicant Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Full Name: |  | | | | | | | | | | | | |  | | | | | | | | | | | | |  | | | | Date: | | |  | | | |
| Last | | | | | | | | | | | | | | First | | | | | | | | | | | | | M.I. | | | | | | | | | | |
| Address: |  | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |
| Street Address | | | | | | | | | | | | | | | | | | | | | | | | | | | Apartment/Unit # | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | |  | | | | |
| City | | | | | | | | | | | | | | | | | | | | | | | | | | | State | | | | | | ZIP Code | | | | |
| Are you authorized to work in the U.S.? | | | | | | | | | | | YES | | | | | NO |  | | | | | | | | | | | | | | | | | | |  |  |
| Have you ever worked for this company? | | | | | | | | | | | YES | | | | | NO | If yes, when? | | | | | |  | | | | | | | | | | | | | | |
| Have you ever been convicted of a felony? | | | | | | | | | | | YES | | | | | NO | If yes, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | |
| YES NO  Are you at least 18 years of age or older?   (If hired, you may be required to submit proof of age.)  Position Applied for (**REQUIRED**): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Social Security Number: \_\_\_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_  Date Available for employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Desired Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Are you seeking: \_\_\_\_\_\_\_ FT \_\_\_\_\_\_\_ PT \_\_\_\_\_\_\_ Temporary \_\_\_\_\_\_\_ Summer \_\_\_\_\_\_\_ School Term Only  Shift Availability: \_\_\_\_\_ Days ­­­\_\_\_\_\_ Evenings \_\_\_\_\_ Nights \_\_\_\_\_ Weekends  Are there any hours you cannot work? If yes, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Education | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of High School:  Address: | | | | |  | | | | | | | | | |  | | | |  | | | | | | | | | | | | | | | | | | |
| Did you graduate? | | | YES | | | | NO | |  | | | |  | | | | | | | | | | | | |
| Name of College: |  | | | | | | | | | | | | | | Address: | | | |  | | | | | | | | | | | | | | | | | | |
| From: |  | | | To: | |  | | | | Did you graduate? | | | | | | | | | YES | | NO | | | Degree: | | | | | |  | | | | | | | |
| Other (specify): |  | | | | | | | | | | | | | | Address: | | | |  | | | | | | | | | | | | | | | | | | |
| From: |  | | | To: | |  | | | | Did you graduate? | | | | | | | | | YES | | NO | | | Degree: | | | | | |  | | | | | | | |
| References | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please list three professional references not related to you.  **1.** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address (complete address required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **2.** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address (complete address required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **3.** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address (complete address required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Work History – List employers in consecutive order beginning with current employer listed first. A complete employer address and phone number is required. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Company: |  | | | | | | | | | | | | | | | | | | | | | Phone: | | | | | | | |  | | | | | | | |
| Address: |  | | | | | | | | | | | | | | | | | | | | | Supervisor: | | | | | | |  | | | | | | | | |
| Job Title: |  | | | | | | | | | | | Starting Salary: | | | | | | | | $ | | | | | | | | Ending Salary: | | | | | | | $ | | |
| Responsibilities: | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| From: |  | | | | To: | | |  | | | Reason for Leaving: | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| May we contact your current employer for a reference? | | | | | | | | | | | | | | | | | YES | | | | NO | | | |  | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | |  | | | | | | | |  | | | | | | | |
| Company: |  | | | | | | | | | | | | | | | | | | | | | Phone: | | | | | | | |  | | | | | | | |
| Address: |  | | | | | | | | | | | | | | | | | | | | | Supervisor: | | | | | | |  | | | | | | | | |
| Job Title: |  | | | | | | | | | | | Starting Salary: | | | | | | | | $ | | | | | | | | Ending Salary: | | | | | | | $ | | |
| Responsibilities: | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| From: |  | | | | To: | | |  | | | Reason for Leaving: | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| May we contact your previous employer for a reference? | | | | | | | | | | | | | | | | | YES | | | | NO | | | |  | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | |  | | | | | | | |  | | | | | | | |
| Company: |  | | | | | | | | | | | | | | | | | | | | | Phone: | | | | | | | |  | | | | | | | |
| Address: |  | | | | | | | | | | | | | | | | | | | | | Supervisor: | | | | | | |  | | | | | | | | |
| Job Title: |  | | | | | | | | | | | Starting Salary: | | | | | | | | $ | | | | | | | | Ending Salary: | | | | | | | $ | | |
| Responsibilities: | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| From: |  | | | | To: | | |  | | | Reason for Leaving: | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| May we contact your previous employer for a reference? | | | | | | | | | | | | | | | | | YES | | | | NO | | | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Special Skills/General Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| What machines or equipment can you operate that are related to the job for which you are applying? \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  List computer programs you are familiar with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  List any professional or technical associations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  List any relevant certificates, licenses, or registrations you possess and include expiration dates: \_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  How many days of work have you missed during the past year? (Exclude absences related to disability or those  covered by FMLA): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Have you ever been fired from a job or asked to resign from any position? \_\_\_\_\_Yes \_\_\_\_\_ No If yes, please explain:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Disclaimer and Signature | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| I certify that my answers are true and complete to the best of my knowledge.  If this application leads to employment, I understand that false or misleading information in my application or interview may result in termination of my employment.  **Unsigned applications will not be considered.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Signature: |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | Date: | | |  | | | | | |