

PORTA-DOCK, INC. EMPLOYMENT APPLICATION

175 3rd St., Dassel, MN 55325

320-275-3312

An Equal Opportunity Employer

Porta-Dock, Inc. is an Equal Opportunity Employer. Porta-Dock, Inc does not discriminate on the basis of race, religion, color, sex, age, national origin, or disability, or on any basis prohibited by local, state, or federal law. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the organization.

Please print and fill out all sections

Applicant Information

Applicant Name _____ Home Phone _____

Email Address _____ Other Phone: _____

Current Address: Number and Street _____

City _____ State & Zip _____

How were you referred to Porta-Dock, Inc.? _____

Employment Positions

Position(s) applying for: _____

Have you ever ☐ applied for work or ☐ worked for Porta-Dock, Inc.? Yes ☐ No ☐

If yes, please explain: _____

Are you applying for:

- Temporary work – such as seasonal? Yes No
- Regular part-time work? Yes No
- Regular full-time work? Yes No

Available start date? _____ / _____ / _____

What days and hours are you available for work? _____

If applying for temporary, when will you be available? _____

Are you available to work overtime on weekends and/or evenings? Yes No

Salary desired: \$ _____

Personal Information

If hired, would you have transportation to/from work? Yes No

Are you over the age of 18? (If under 18, hire is subject to verification of minimum legal age.) Yes No

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States? Yes No

This position may require lifting of 50 lbs. repeatedly and 75 lbs. on occasion, are you able to perform this with/without reasonable accommodations? Yes No

This position may require working outside in all weather conditions at times, are you able/willing to perform the required duties under these conditions? Yes No

Are you able to perform the essential functions of the job for which you are applying, either with / without reasonable accommodation? Yes No

Education, Training and Experience

High School

School Name: _____

Address: _____ City, State, Zip: _____

Number of years completed: _____ Did you graduate? Yes No

Other (Specify Type): _____

College/University/Vocational School

School Name: _____

Address: _____ City, State, Zip: _____

Number of years completed: _____ Did you graduate? Yes No

Degree / diploma earned: _____

Military

Branch: _____ Rank in Military: _____

Total Years of Service: _____ Skills/duties: _____

Related details: _____

Do you have any other certifications, experience, training, qualifications, or skills which you feel should be brought to our attention, in the case that they make you especially suited for working with us?

Yes No

If yes, please explain: _____

Employment History

Are you currently employed? Yes No

If you are currently employed, may we contact your current employer? Yes No

Below, please describe past and present employment positions, dating back five (5) years. Please account for all periods of unemployment. **Even if you have attached a resume, this section must be completed.**

Name of Employer: _____ Business Type: _____

Name of Supervisor: _____ Telephone Number: _____

Address: _____ City, State, Zip: _____

Length of Employment (Include Dates): _____

Position & Duties: _____

Reason for Leaving: _____

May we contact this employer for references? Yes No

Name of Employer: _____ Business Type: _____

Name of Supervisor: _____ Telephone Number: _____

Address: _____ City, State, Zip: _____

Length of Employment (Include Dates): _____

Position & Duties: _____

Reason for Leaving: _____

May we contact this employer for references? Yes No

Name of Employer: _____ Business Type: _____

Name of Supervisor: _____ Telephone Number: _____

Address: _____ City, State, Zip: _____

Length of Employment (Include Dates): _____

Position & Duties: _____

Reason for Leaving: _____

May we contact this employer for references? Yes No

If there has been a gap in employment of more than 6 months, please provide details below.

References

List below three (3) persons who have knowledge of your work performance within the last four (4) years. Please include professional references only.

Name - First, Last: _____ Occupation: _____

Telephone Number: _____ Number of Years Acquainted: _____

Address: _____ City, State, Zip: _____

Name - First, Last: _____ Occupation: _____

Telephone Number: _____ Number of Years Acquainted: _____

Address: _____ City, State, Zip: _____

Name - First, Last: _____ Occupation: _____

Telephone Number: _____ Number of Years Acquainted: _____

Address: _____ City, State, Zip: _____

Please Read and Initial Each Paragraph, then Sign Below

I certify that I have not purposely withheld any information that might adversely affect my chances for hiring. I attest to the fact that the answers given by me are true & correct to the best of my knowledge and ability. I understand that any omission (including any misstatement) of material fact on this application or on any document used to secure employment can be grounds for rejection of application or, if I am employed by Porta-Dock, Inc., terms for my immediate expulsion from Porta-Dock, Inc.

_____ initial

I understand that nothing contained in the application, or conveyed during any interview which may be granted, or during my employment, if hired, is intended to create an employment contract between Porta-Dock, Inc. and me. In addition, I understand and agree that if I am employed, my employment is at will and is for no definite or determinable period and may be terminated at any time, with or without prior notice, or with or without cause, at the option of either myself or Porta-Dock, Inc.

_____ initial

I permit Porta-Dock, Inc. to examine my references, record of employment, education record, and any other information I have provided. I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release Porta-Dock, Inc., my former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such examination or revelation.

_____ initial

Applicant's Signature: _____

Date: _____