

Advantus Employment Application

Advantus and its affiliated companies is an Equal Opportunity Employer that makes employment decisions without discrimination with regard to race, sex, religion, national origin, age, disability, marital or other protected status. The Company also reasonably accommodates individuals with disabilities and bona fide beliefs. Advantus is a Drug-Free Workplace.

Please Print and Completely Answer All Questions

Position Applied For: _____

Date: _____

PERSONAL DATA	Name (Last, First, Middle):	Social Security Number:
	Street Address (Include City, State, and Zip Code):	Home Telephone (Include Area Code):
	Are you at least 18 years old? Yes ___ No ___ If not, Please tell us your age for Child Labor Law purposes:	How much pay do you expect? \$ _____ per Hour ___ Year ___
	Are there any days, shifts, or hours that you are not able to work? If yes, explain:	Will you work overtime if required? Yes ___ No ___
	<i>Answering yes to any of the next three questions will not necessarily disqualify you.</i> 1. Have you ever pled guilty, been convicted, entered a plea of no contest, had prosecution deferred or adjudication withheld for any crime (other than minor traffic violations)? Yes ___ No ___ 2. Are there any criminal charges pending against you? Yes ___ No ___ 3. Have you ever been named in a civil action or intentional tort, including but not limited to, assault, battery, false imprisonment, rape, etc. Yes ___ No ___ If "yes" to any of the above three questions, please give dates and details:	Date available to start work? How did you learn of our company?
	Have you taken any illegal drugs in the last 30 days? Yes ___ No ___	Have you ever applied for work or been employed here before? Yes ___ No ___ If yes, explain:
	Can you submit documentation within three days after employment verifying that you are legally eligible to work in the United States? Yes ___ No ___	Do you have a reliable form of transportation to work? Yes ___ No ___

Employment History

Complete for all full-time or part-time employers for the last 5 years starting with most recent. Additional forms are available if required.

1 Current/Most Recent	Company Name: _____ Check here if you do not want this reference contacted. _____	Telephone (Include Area Code): _____
	Street address (Include City, State and Zip Code): _____	Employment Dates (Month and Year): From: _____ To: _____
	Name of Supervisors: _____	Hourly or Annual Pay Rate: _____
	State Your Job Title(s) and describe Your Duties: _____	Please state your reasons for leaving: _____

2	Company Name: _____	Telephone (Include Area Code): _____
	Street address (Include City, State and Zip Code): _____	Employment Dates (Month and Year): From: _____ To: _____
	Name of Supervisors: _____	Hourly or Annual Pay Rate: _____
	State Your Job Title(s) and describe Your Duties: _____	Please state your reasons for leaving: _____

3	Company Name: _____	Telephone (Include Area Code): _____
	Street address (Include City, State and Zip Code): _____	Employment Dates (Month and Year): From: _____ To: _____
	Name of Supervisors: _____	Hourly or Annual Pay Rate: _____
	State Your Job Title(s) and describe Your Duties: _____	Please state your reasons for leaving: _____

4	Company Name: _____	Telephone (Include Area Code): _____
	Street address (Include City, State and Zip Code): _____	Employment Dates (Month and Year): From: _____ To: _____
	Name of Supervisors: _____	Hourly or Annual Pay Rate: _____
	State Your Job Title(s) and describe Your Duties: _____	Please state your reasons for leaving: _____

Employment History

Explain any gaps in your employment history:

List any work-related knowledge, skills, abilities, training or experience you believe are relevant to the job for which you are applying:

Have you ever been terminated or forced to resign?

Yes _____ No _____

If yes, please explain each occasion:

Did you receive any discipline in your last 12 months of employment?

Yes _____ No _____

If yes, please explain each occasion:

Were you given a performance evaluation in your last 12 months of employment? Yes _____ No _____

If yes, please state score received and scale used:

Your Score: _____ Scale Used: _____

Have you signed any non-compete agreement with any other employer that would restrict you from working with this company? Yes _____ No _____

If yes, please explain:

Military History

Please complete only if you served in the military.

In Which branch of the Military did you serve?

What was your rank at discharge?

Describe any military skills, training or experience you believe are relevant to the job for which you are applying:

Education

May or may not be considered depending on the job for which you are applying

Driving Record

Do you have a valid driver's license? Yes _____ No _____

If yes, what is your license number?

Have you had any tickets? Yes _____ No _____

If yes, please explain:

Has your license ever been suspended or revoked? Yes _____ No _____

If yes, please explain:

Do you have any DUI or DWI convictions? Yes _____ No _____

If yes, please explain:

Please provide any additional relevant details:

Acknowledgments

Please acknowledge by initialing each that you have read, understand and agree to the following:

Initials:

I authorize the Company to investigate my background including information such as driving, criminal, consumer credit, education, prior employment, worker's compensation and other records. I further specifically authorize inquiries into my past employment and I direct my past employers to give information requested as to my character, reputation and ability. I release those supplying any information from all liability. I also authorize this company to provide information concerning myself and my employment to my future prospective employers. I agree to hold it harmless for providing such information.

I certify that the answers given herein are true and complete to the best of my knowledge. I understand that any misrepresentations, omissions of facts or incomplete answers in any application document will disqualify me from further consideration for employment or result in my termination if I have already been hired.

I understand that my application for employment will remain on file for 30 days from the date of application. I further understand that, if employed, any misrepresentations or omission of facts in any application document will be cause for dismissal at any time without prior notice. Although management makes every effort to accommodate individual preferences, business needs at times makes the following considerations mandatory: overtime, shift work, a rotation schedule other than Monday through Friday, etc.

I understand that, if employed, my employment with the company is not for a specific term and may be terminated by me or the company with or without cause or notice at any time. I further understand that no oral promise, employer policy, custom, business practice or other procedure (including the Company Handbook or any personnel manuals) constitutes an employment contract for a specific term or modification of the at-will employment relationship between me and the company.

I understand that any employment offer is contingent upon successfully completing a pre-employment drug test and background checks.

Date:

Please Sign Here: