



107 Minnesota Ave E Glenwood MN 56334 (320) 634-4024
117 5th Ave W Alexandria MN 56308 (320) 763-3482
Email: jim@palmercreations.net

EMPLOYMENT APPLICATION

The Company is an Equal Opportunity Employer. We are committed to creating an inclusive environment for all employees and applicants. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex, gender identity or expression, sexual orientation, age, marital status, familial status, disability, genetic information, status with regard to public assistance, veteran status, or any other characteristic protected by applicable federal, state, or local law.

APPLICANT INFORMATION

Full Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email Address: _____

☐ I am legally authorized to work in the United States

☐ I am 18 years old or older

POSITION INFORMATION

Position Applied For: _____

Desired Wage/Salary: _____ Date Available to Start: _____

Employment Type: ☐ Full-Time ☐ Part-Time ☐ Seasonal ☐ Temporary

EMPLOYMENT HISTORY

Most Recent Employer

Company Name: _____

Address: _____

Job Title: _____ Dates Employed: From _____ to _____

Supervisor Name: _____ Phone: _____

Reason for Leaving: _____

Key Responsibilities: _____

Previous Employer

Company Name: _____

Address: _____

Job Title: _____ Dates Employed: From _____ to _____

Supervisor Name: _____ Phone: _____

Reason for Leaving: _____

Responsibilities: _____

EDUCATION

High School

Name: _____

Location: _____ Diploma Received: ☐ Yes ☐ No

College/University

Name: _____

Location: _____ Years Attended: _____

Degree/Certifications: _____

SKILLS & QUALIFICATIONS (List relevant skills, licenses, or certifications)

REFERENCES

Reference 1

Name: _____ Phone: _____

Relationship: _____

Reference 2

Name: _____ Phone: _____

Relationship: _____

Applicant Acknowledgments and Authorizations:

I certify that all information provided in this application and any accompanying materials is true, complete, and accurate to the best of my knowledge. I understand that any false statements, misrepresentations, or omissions may disqualify me from consideration for employment or result in termination of employment if discovered at a later date.

At-Will Employment Acknowledgment

I understand and agree that, if hired, my employment with the Company will be at-will. This means that either I or the Company may terminate the employment relationship at any time, with or without notice, and with or without cause, as permitted by applicable law. I further understand that no representative of the Company has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing, except in a written agreement signed by an authorized representative of the Company.

Authorization to Verify Information and Check References

I hereby authorize the Company and its representatives to investigate and verify any information provided in my application or during the hiring process. I authorize all persons, schools, employers (past and present), supervisors, references, and other organizations to provide information regarding my employment history, education, qualifications, job performance, attendance, character, and reasons for separation, to the extent permitted by law.

I release and hold harmless the Company and all persons and entities providing such information from any liability arising out of or related to the provision or use of such information, to the fullest extent permitted by law.

I understand that this authorization may include, where permitted by law, the review of public records and other background information relevant to my qualifications for employment. I understand that I may be asked to provide additional written authorization for certain types of background checks as required by law.

Equal Opportunity Employment Acknowledgment

I understand that the Company is an Equal Opportunity Employer and does not discriminate against applicants or employees on the basis of any characteristic protected by federal, state, or local law.

Signature: _____ Date: _____
