



**106GROUP**

# EMPLOYMENT APPLICATION

## Pertinent Information

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Birth date \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## Position

What type of position are you applying for?  Full-time  Part-time  Temporary/seasonal employment  
Position applied for \_\_\_\_\_ Salary Requirements \_\_\_\_\_ What date could you start? \_\_\_\_\_  
Have you applied at the 106 Group previously?  Yes  No If yes, when? \_\_\_\_\_  
Have you worked with the 106 Group previously?  Yes  No If yes, when? \_\_\_\_\_  
Are there any days or hours you would be unable or unwilling to work?  Yes  No

If yes, please explain \_\_\_\_\_

If hired at the 106 Group are you willing to work overtime or to travel if required for the job for which you are applying?

Yes  No If no, please explain \_\_\_\_\_

If applying for temporary/seasonal employment will you be able to work the entire field season?

Yes  No If no, please explain \_\_\_\_\_

Will you need any time off?  Yes  No If yes, please specify \_\_\_\_\_

## Military Service

Have you ever served in the military?  Yes  No Branch of Service \_\_\_\_\_  
Date entered \_\_\_\_\_ Date Separated \_\_\_\_\_ Final Rank \_\_\_\_\_

## Additional Questions

If hired at the 106 Group, can you furnish proof that you are eligible to work in the United States?

Yes  No If no, please explain \_\_\_\_\_

Have you been known by another name?  Yes  No If yes, what? \_\_\_\_\_

Would you be willing to relocate?  Yes  No

Drivers License State \_\_\_\_\_ Type \_\_\_\_\_ Valid?  Yes  No

Do you have reliable transportation to the office?  Yes  No If no, please explain \_\_\_\_\_

Are you presently employed?  Yes  No If yes, may we contact your present employer?  Yes  No

Have you ever been discharged by an employer?  Yes  No

If yes, please explain all the terminations \_\_\_\_\_

## Capability/Reliability

Would you be willing and able to perform all of the tasks required by the job you are applying for?

Yes  No If no, please explain \_\_\_\_\_

Have you filed any type of fraudulent claim against any of your present or past employers?  
 Yes  No If yes, please explain \_\_\_\_\_

Will you abide by the safety rules of this company?  Yes  No

Have you ever been disciplined for violating company safety rules or regulations?  
 Yes  No If yes, please explain \_\_\_\_\_

Would you be willing and able to report to work on time every day on a regular and consistent basis?  
 Yes  No If no, please explain \_\_\_\_\_

Have you ever been disciplined or received verbal or written warnings for absenteeism or tardiness?  
 Yes  No If yes, please explain \_\_\_\_\_

## Education

|              | Name | Dates attended | Degree earned?   | Degree earned |
|--------------|------|----------------|--|---------------|
| High school  |      |                | <input type="checkbox"/> Yes <input type="checkbox"/> No |               |
| College      |      |                | <input type="checkbox"/> Yes <input type="checkbox"/> No |               |
| Graduate     |      |                | <input type="checkbox"/> Yes <input type="checkbox"/> No |               |
| Trade School |      |                | <input type="checkbox"/> Yes <input type="checkbox"/> No |               |

If you did not graduate, why did you leave high school or college? \_\_\_\_\_

Are you planning to pursue further studies?  Yes  No If so, when, where, and what courses?  
 \_\_\_\_\_

List any scholastic honors, offices held and activities involved in during high school and college.  
 \_\_\_\_\_

List and describe any other school or specialized training.  
 \_\_\_\_\_

Will you be able to provide a copy of each degree received?  Yes  No

If no, please explain \_\_\_\_\_

## Work History

Please give an accurate, full-time and part-time employment record. Start with your most recent employer.

If self-employed, give firm name and supply business references.

**1. Name of Employer** \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Position Title \_\_\_\_\_

Name and Title of Last Supervisor \_\_\_\_\_

Duties \_\_\_\_\_

Dates of Employment (mo/yr) From \_\_\_\_ To \_\_\_\_ Starting Pay \$ \_\_\_\_\_ Ending Pay \$ \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

**2. Name of Employer** \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Position Title \_\_\_\_\_

Name and Title of Last Supervisor \_\_\_\_\_

Duties \_\_\_\_\_

Dates of Employment (mo/yr) From \_\_\_\_ To \_\_\_\_ Starting Pay \$ \_\_\_\_\_ Ending Pay \$ \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**3. Name of Employer** \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Position Title \_\_\_\_\_

Name and Title of Last Supervisor \_\_\_\_\_

Duties \_\_\_\_\_

Dates of Employment (mo/yr) From \_\_\_\_ To \_\_\_\_ Starting Pay \$ \_\_\_\_\_ Ending Pay \$ \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**4. Name of Employer** \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Position Title \_\_\_\_\_

Name and Title of Last Supervisor \_\_\_\_\_

Duties \_\_\_\_\_

Dates of Employment (mo/yr) From \_\_\_\_ To \_\_\_\_ Starting Pay \$ \_\_\_\_\_ Ending Pay \$ \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

## Special Skills

Describe your proficiency with digital technologies (e.g. Office Suite, Databases use and/or programming, GIS/SPS systems) \_\_\_\_\_

Are you able to speak any languages, besides English, fluently? If yes, please list \_\_\_\_\_

Use the space below to describe why you are interested in working for the 106 Group and to list those skills and abilities which you feel particularly qualify you for a position with us. If you need more space, please continue on a separate sheet.

## Professional References

Please provide three references (not relatives).

**1. Name/Title** \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Organization \_\_\_\_\_ Address \_\_\_\_\_

Association with You \_\_\_\_\_

Email Address \_\_\_\_\_

2. Name/Title \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Organization \_\_\_\_\_ Address \_\_\_\_\_

Association with You \_\_\_\_\_

Email Address \_\_\_\_\_

3. Name/Title \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Organization \_\_\_\_\_ Address \_\_\_\_\_

Association with You \_\_\_\_\_

Email Address \_\_\_\_\_

### **Please Read and Sign**

By my signature below, I promise that the information provided in this employment application, accompanying resume or documentation, or during any interviews, is true and complete, and I understand that any false or misleading information or significant omissions may disqualify me from further consideration for employment, and may lead to my dismissal from employment, if discovered at a later date. I agree to immediately notify the 106 Group if I should be convicted of a felony, or any crime involving dishonesty, breach of trust, controlled substances, sexual misconduct, abuse, or violence, while my job application is pending, or during my period of employment, if hired.

I hereby authorize the 106 Group to contact any company or individual named in this application (and accompanying resume, if any) to investigate my employment history, character and qualifications and I give my full and complete consent to their revealing any and all information they wish as a result of this investigation. In addition, I release such persons and organizations from any legal liability in making such statements.

I understand that this application does not create a contract of employment. I understand that, if hired, I am obliged to comply with any and all current and subsequently adopted policies. I understand that the taking of drug and alcohol tests, when given pursuant to company policy, are a condition of continued employment and refusal to take such tests when asked will be grounds for my immediate termination. I further understand that nobody at the 106 Group is authorized to enter into any written or verbal employment contracts with me for any definite period of time without the express written consent of the owners of the company, David and Anne Ketz. I also understand that my employment is "at-will" and may be terminated by the company or myself at any time for any reason or no reason at all, with or without prior notice. The 106 Group reserves the right to conduct background checks in compliance with applicable state law.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*Affirmative Action, Equal Opportunity Employer