



Survey & Ballot  
systems

# EMPLOYMENT APPLICATION

Middle I

First

Last

Date \_\_\_\_\_

Application questions should be directed to Denise Westerhaus at 952-974-2318

*An Equal Opportunity Employer*

7653 Anagram Drive • Eden Prairie, Minnesota 55344-7311 • 952-974-2300 • (800) 974-8099 • Fax 952-974-2323

Name: \_\_\_\_\_

## Employment Application

*Please complete this application as completely as possible to help us learn about your abilities, experiences, and interests. We will use this information, comparing it with our needs, to make a decision promptly.*

### Personal Data *(Please print or type)*

<b>Name</b>	First	MI	Last
<b>Present Address</b>	Street		Home Phone
	City/State/Zip		Cell Phone
<b>E-Mail</b>			

Have you been convicted of (or pleaded no contest to) any crime within the last 10 years (excluding minor traffic violations) including driving under the influence of alcohol or drugs?  Yes  No (NOTE: A conviction will not necessarily disqualify you from employment.)

If Yes, state the offense, location, date, and disposition: \_\_\_\_\_  
 \_\_\_\_\_

### Job Interest

Position applied for:	Date Available:
Career Interests:	Salary Desired:
Type of Position Desired    Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> On-call <input type="checkbox"/> Temp FT <input type="checkbox"/> Temp PT <input type="checkbox"/> Other: _____	

### Capability/Reliability

Would you be willing and able to perform all the tasks required by the job you are applying for?     Yes     No  
 If No, explain which tasks \_\_\_\_\_

Would you abide by the safety rules of the company?     Yes     No

Consistent attendance and punctuality are essential requirements of every job in the company. 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 \_\_\_\_\_

Have you ever been fired or asked to resign from a job?     Yes     No  
 If Yes, please explain \_\_\_\_\_

### Authorization To Work

It is unlawful for SBS to hire individuals that are not authorized to work in the United States. If you receive an offer from SBS and you accept the offer, before you will be placed on the payroll, all new employees will be required to document that they are a U.S. Citizen or an alien that is authorized to work in the United States.

- If you are one of the following, please check this box.
- A citizen or a national of the United States.
  - An alien lawfully admitted for permanent residence.
  - An alien authorized by the Immigration and Naturalization Service to work indefinitely in the United States.

### Education History

School Attended (Last School First)	City, State	Grad Y/N	Degree Type	Major/Minor	Grade Point
School	City, State				
School	City, State				
School	City, State				
School	City, State				
High School	City, State				

## Additional Education Information

Please list all software programs in which you are proficient, indicating how many years work experience you have with each: \_\_\_\_\_

\_\_\_\_\_

Academic honors, scholarships, etc. \_\_\_\_\_

\_\_\_\_\_

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 course? \_\_\_\_\_

\_\_\_\_\_

## Employment Record *(List most recent employer first, include unemployment periods, U.S. Military Service, summer/part time jobs and any volunteer experience relating to the position applied for.)*

Employer:	Supervisor:	
Street address:	From: To:	Salary:
City, state, zip code	Job title:	
Company's product or service:	Reason for leaving:	
Job duties:		

Employer:	Supervisor:	
Street address:	From: To:	Salary:
City, state, zip code	Job title:	
Company's product or service:	Reason for leaving:	
Job duties:		

Employer:	Supervisor:	
Street address:	From: To:	Salary:
City, state, zip code	Job title:	
Company's product or service:	Reason for leaving:	
Job duties:		

## General Information and Job Requirements

Are you willing to work ... Shifts?  Yes  No Overtime?  Yes  No Travel? Yes \_\_\_%  No Are you over 18?  Yes  No

## Military

Have you ever served in the military?  Yes  No

Service Branch \_\_\_\_\_ Final Rank \_\_\_\_\_

What duties, training or experience did you have while in the military which may be job related? \_\_\_\_\_

\_\_\_\_\_

## Employee Agreements

Have you ever signed an Agreement relating to inventions, confidential know-how or non-compete, etc. with a previous employer?

Yes  No If Yes, please state company with whom Agreement was signed. \_\_\_\_\_

### Supplemental Information

If you worked in any of your previous positions under another name, please give that name(s) below: (For reference-checking purposes)

Name @ Company(ies) \_\_\_\_\_ Name @ Company(ies) \_\_\_\_\_

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

Please list all periods of time, since high school or college, during which you were not employed \_\_\_\_\_

How did you spend this time? \_\_\_\_\_

What languages do you speak fluently? \_\_\_\_\_

List other technical training, skills or work experience which may qualify you for a job with us: \_\_\_\_\_

Use this space below to describe why you are interested in working for our company 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.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### References

Give three professional references

Name	Address	Phone	Occupation

### Affidavit

I certify that my answers to the foregoing questions are true and correct without any consequential omissions of any kind whatsoever. I understand that if I am employed, any false, misleading or otherwise incorrect statements made on this application form or during any interviews may be grounds for my immediate discharge.

I hereby authorize the Company to contact any company or individual it deems appropriate 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 hereby waive my right to bring any cause of action against these individuals for libel, slander, defamation, invasion of privacy or any other reason because of their statements.

I agree, if I am employed, I will abide by all the rules and regulations of the Company. I understand that the taking of drugs 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 in the Company is authorized to enter any written or verbal employment contracts with me for any definite period of time without the express written consent of the President of the Company. I also understand that my employment is at-will and may be terminated by myself or by the Company at any time for any reason or no reason at all, with or without prior notice.

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

### For Office Use Only

Completed	
Application	Starting Salary \$
W-4	Work Agreement <input type="checkbox"/> FT <input type="checkbox"/> PT _____ Hrs/Wk <input type="checkbox"/> TFT <input type="checkbox"/> TPT <input type="checkbox"/> Casual
I-9 (proof of authorization to work in the U.S.)	Vacation Agreement
Reference Check	Overtime Status <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Benefits Application	
Background Check	