



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 as quickly as possible.

Personal Data *(Please print or type)*

Name	First	M.I.	Last	SSN
Present Address	Street			Home Phone
	City/State/Zip			Cell Phone
Permanent Address	Street			Perm. Phone
	City/State/Zip			

Job Interest

Position applied for:				Date Available:		
Career Interests:						
Referred by:				Desired Salary:		
Type of Position Desired	Full-time	Part-time	On-call	Temp FT	Temp PT	Other:

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 *(If attaching a resume, you may skip this section)*

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 *(If attended school within the last three years.)*

Computer hardware & software experience:
Academic honors, scholarships, etc.
Faculty person who knows you best (Name, telephone):

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. If supplying a resume, please skip this section.)

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

General Information and Job Requirements

Are you willing to work...	Shifts: Yes <input type="checkbox"/> No <input type="checkbox"/>	Overtime: Yes <input type="checkbox"/> No <input type="checkbox"/>	Schedule other than M-F: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Travel: Yes _____% No <input type="checkbox"/>		Are you over 18: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Are you a U.S. Veteran? : Yes <input type="checkbox"/> No <input type="checkbox"/>		

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 to above, please state company with whom Agreement was signed.

Reference Approval

May we contact your present employer? Yes, you may contact at any time. No DO NOT contact now, you may contact at a later date, eg: after acceptance

Reference Name: Phone/Address:

Reference Name: Phone/Address:

Additional Education Information (Such as additional work experience, activities, accomplishments, etc.)

The information provided in the Application is true and accurate to the best of my knowledge.

Signature:	Date:
------------	-------

*** All applications will be kept on file for a period of up to six (6) months**

For Office Use Only	
Position Applied For:	
First Interview	
Second Interview	
Letter	
Date of Offer	
Date of Hire	

Completed	
Application	
W-4	
I-9 (Proof of authorization to work in the U.S.)	
Reference Check	
Benefits Application	
Background Check	

Starting Salary	\$
Work Agreement	<input type="checkbox"/> FT <input type="checkbox"/> PT _____ Hrs/Wk <input type="checkbox"/> TFT <input type="checkbox"/> TPT <input type="checkbox"/> Casual
Vacation Agreement	
Overtime Status	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt