



APPLICATION FOR EMPLOYMENT

We are an Equal Opportunity Employer and will not discriminate against any applicant on any grounds protected under federal, state or local law. Federal law obligates us to provide reasonable accommodation to the known disabilities of applicants, unless to do so would pose an undue hardship. Please feel free to let us know if you need an accommodation to complete the application process.

NOTE: A PRE-EMPLOYMENT DRUG TEST AND PHYSICAL MAY BE REQUIRED FOR EMPLOYMENT.

PLEASE PRINT

Position(s) Applying For		Date of Application
Last Name	First Name	Middle Initial
Street Address		
City	State	Zip Code
Home Phone Number	Cell Phone Number	Other Phone Number

Are you available to work: Full Time Part Time Seasonal Temporary (less than 12 mos.)

On what date would you be available for work? _____

Can/Will you travel if a job requires it? Yes No Comments _____

Have you ever been employed with us before? Yes No If Yes, where and when _____

Have you ever been convicted of a felony? Yes No If Yes, please explain _____

(Conviction will not necessarily disqualify an applicant from employment)

Do you have a current CDL license? Yes No If Yes, please circle class A or B

CDL License # _____

FOR PERSONNEL DEPARTMENT USE ONLY – DO NOT WRITE IN THIS SPACE

Application Received By _____	Date _____
Hired By _____	Date of Employment _____
Job Title _____	Pay Rate _____

Are you able to perform all of the essential functions of the position(s) for which you are applying with or without reasonable accommodation? Yes No

If hired, can you furnish proof that you are legally eligible to work in the United States? Yes No

Have you ever filed an application with us before? Yes No If Yes, give date _____

How did you learn about us? Advertisement Walk-In Employment Agency
 Friend Relative Other _____

EDUCATION

	Junior/Senior High School					College				Vo-Tech	
School Name And Location											
Circle Highest Year Completed	8	9	10	11	12	1	2	3	4	1	2
Degree or Course of Study	N/A										

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills, qualifications, licenses or certifications acquired from employment or other experiences that you believe may be helpful to us in considering your application.

EMPLOYMENT EXPERIENCE

Are you currently employed? Yes No

If Yes, may we contact your present employer? Yes No

If No, are you currently on "lay-off" status and subject to recall? Yes No

Provide the following information, starting with you present or most recent job, and include any job-related military service assignments and volunteer activities. You may excluded organizations with indicate race, color, religion, sex/gender, national origin, ancestry, disability or other protected status.

Employer		Supervisor	Hourly Rate/Salary	
			Starting	Final
Address		Telephone Number		
Job Title/Work Performed				
Date Hired	Date Left	Reason for Leaving		

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			Starting	Final
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Job Title/Work Performed				
Date Hired	Date Left	Reason for Leaving		

Employer		Supervisor	Hourly Rate/Salary	
			Starting	Final
Address		Telephone Number		
Job Title/Work Performed				
Date Hired	Date Left	Reason for Leaving		

REFERENCES

Give names, addresses and telephone numbers of three references that are not related to you.

1. _____
2. _____
3. _____

CONTACT US

4801 N. Velocity Ave, Sioux Falls, SD 57104 • (605) 334-4833 • Fax (605) 334-1989

APPLICANT'S STATEMENT

I have read and understand the requirements for prospective applicants listed above and agree to comply with them in the event of being hired for employment.

I certify that I am at least eighteen years of age.

I certify that the answers given herein are true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Company.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand that neither this document nor any offer of employment from the Company constitute an employment contract unless a specific document to that affect is executed by the Company and employee in writing.

Signature of Applicant

Date

Please submit your application by:

Fax: (605) 334-1989

Mail: Runge Enterprises, Inc.
P.O. Box 86490
Sioux Falls, SD 57118-6490

Email: tessa@runge-enterprises.com