



Applicant Information

Full Name: _____ Date: _____

Last First M.I.

Address: _____

Street Address Apartment/Unit #

City State ZIP Code

Phone: () E-mail Address:

Position Applied For: Social Security No.: Desired Salary: \$

How did you learn about us? _____
 When would you be available to work? _____

Are you currently employed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, may we contact your present employer?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Can you travel if your job requires it?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you currently on a layoff and subject to recall?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you physically or otherwise unable to perform the duties of the job for which you are applying?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?		
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:		

Education

<u>High School:</u>	<u>Address:</u>	YES	NO	
From: _____ To: _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	Degree: _____
<u>College:</u>	<u>Address:</u>	YES	NO	
From: _____ To: _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	Degree: _____
<u>Other:</u>	<u>Address:</u>	YES	NO	
From: _____ To: _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	Degree: _____

Indicate any foreign languages you can speak, read and/or write

Language:	Fluent	Good	Fair
Speak			
Read			
Write			

List professional, trade, business or civic activities and office held. (You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status.)

References

Please list three professional references.

Full Name: _____ Relationship: _____
 Company: _____ Phone: () _____
 Address: _____ E-mail Address: _____

Full Name: _____ Relationship: _____
 Company: _____ Phone: () _____
 Address: _____ E-mail Address: _____

Full Name: _____ Relationship: _____
 Company: _____ Phone: () _____
 Address: _____ E-mail Address: _____

Previous Employment

Company: _____ Phone: () _____
 Address: _____ Supervisor: _____
 Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
 Responsibilities: _____
 From: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: () _____
 Address: _____ Supervisor: _____
 Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
 Responsibilities: _____
 From: _____ To: _____ Reason for Leaving: _____

Military Service

Branch:

From:

To:

Rank at Discharge:

Type of Discharge:

If other than honorable, explain:

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

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

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledge in writing by an authorized executive of this organization.

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 employer.

Signature: _____ Date: _____

REQUEST FOR CHECK OF DRIVING RECORD

I hereby authorize you to release the following information to: Heartland Industries, Inc. for the purpose of investigation as required by Section 391.23 of the Federal Motor Carrier Safety Regulations. You are released from any and all liability, which may result from furnishing such information.

_____/_____/_____
Applicant's Signature Date

- 1. In accordance with the provision of Section 604 and Section 607 of the Fair Credit Reporting Act, Public Law No. 91-508, I hereby certify THAT THE INFORMATION REQUESTED BELOW WILL BE USED FOR A "PERMISSIBLE PURPOSE" AS DEFINED IN THE ACT and that the information received will be used for no other purpose.
- 2. I further certify that if the applicant named below is denied employment based upon the information received, I will identify the source of the report in accordance with Section 615(a) of the Fair Credit Reporting Act.

_____/_____/_____
Applicant's Signature Date

TO: CO Brown Insurance Agency, Inc.
1720 Adams Street
Suite # 200
Mankato, MN 56001

The following named person has made an application for a position within our office. As in accordance with Section 391.23 Federation Department of Transportation Regulations, please furnish the undersigned with the applicant's driving record for the past three years.

FULL NAME OF APPLICANT(First, Middle, Last)_____

Any Former Names:_____

ADDRESS_____

FORMER ADDRESS_____

CURRENT DRIVER'S LICENSE NUMBER_____STATE_____

DATE OF BIRTH_____/_____/_____

SOCIAL SECURITY NUMBER_____

REQUESTED BY:
Heartland Industries, Inc.
4121 45th Avenue SE
Willmar, MN 56201
Barbh@heartland-industries.org

Physical Job Requirements

Job Title _____
 Date _____
 Supervisor Name _____

Section I (to be completed by supervisor)

1. Percent of time spent for each activity:

Sitting	10	%
Standing	20	%
Moving about	70	%

2. Does the job require:

Talking	X	Yes	_____	No
Hearing	X	Yes	_____	No
Seeing	X	Yes	_____	No
Manual dexterity	X	Yes	_____	No
Finger dexterity	X	Yes	_____	No
Driving a motor vehicle	X	Yes	_____	No
Other	X	Yes	_____	No

3. Job requires:

	Never	Occasionally	Frequently
Bend/stoop	_____	_____	_____
Climb stairs	_____	_____	_____
Reach above shoulder level	_____	_____	_____
Crouch	_____	_____	_____
Kneel	_____	_____	_____
Balance	_____	_____	_____
Push/pull	_____	_____	_____
Restraining	_____	X	_____

4. Job requires carrying:

	Never	Occasionally	Frequently
Up to 10 lbs.	_____	_____	_____
10 to 50 lbs.	_____	_____	_____
50 or more lbs.	_____	X	_____

5. Job requires lifting:

	Never	Occasionally	Frequently
Up to 10 lbs.	_____	_____	X
10 to 50 lbs.	_____	_____	X
50 or more lbs.	_____	X	_____

Additional comments: _____

Section II to be completed by conditional hire

Name of conditional hire: _____

Is there anything that would hinder you from performing the physical requirements described in Section I of this form?

_____ No _____ Yes

If yes, please identify which aspects of the job would pose a problem for you.

Signature of conditional hire

Date

Fraud Claim: A person who submits and application or presents false information on a claim with intent to defraud against the employer is guilty of a crime.

**BACKGROUND CHECK PERMISSION (COMPREHENSIVE)
FOR PROSPECTIVE EMPLOYEE**

In connection with my application for employment with Heartland Industries, Inc., I hereby agree as follows:

1. GENERAL CONSENT TO BACKGROUND INVESTIGATION

As a condition of Company's consideration of my employment application, I give permission to Company to investigate my personal and employment history. I understand that this background investigation will include, but not be limited to, verification of all information on my employment application.

2. CONSENT TO CONTACT PAST EMPLOYERS

I specifically give permission to Company to contact all of my prior employers for references. I further give permission to all current or previous employers and/or managers or supervisors to discuss my relevant personal and employment history with Company, consent to the release of such information orally or in writing, and hereby release them from all liability and agree not to sue them for defamation or other claims based upon any statements they make to any representative of Company. I further waive all rights I may have under law to receive a copy of any written statement provided by any of my former employers to Company. I further agree to indemnify all past employers for any liability they may incur because of their reliance upon this Agreement.

3. CONSENT TO CONTACT GOVERNMENT AGENCIES

I further give permission to Heartland Industries, Inc. to receive a copy of any information obtained in the file of any federal, state, or local court, or governmental agency concerning or relating to me. I further consent to the release of such information and waive any right under law concerning notification of the request for a release of such information. In the event a law does not provide for prospective employers to have access to information, I hereby delegate Company as my agent for the receipt of information. I understand that the scope of this investigation will be limited as required by applicable law.

4. COOPERATION WITH INVESTIGATION

I agree to fully cooperate in Company's background investigation, and to sign any waivers or releases that may be necessary or desirable to obtain access to relevant information. In the event that any former employer or federal, state, or local governmental agency will not release reference information or criminal history information directly to the employer, I agree to personally request such information to the extent permitted by law.

5. MISCELLANEOUS

This Agreement represents the entire understanding and agreement relating to its subject matter. Company shall be entitled fully to rely on this Agreement. I understand that I have no guarantee of employment and that Heartland Industries, Inc. may determine not to hire me for any lawful reason.

Applicants Full Name (First, Middle, Last) _____

Any Former Names: _____

Applicant's Signature

_____/_____/_____
Date