



EMPLOYMENT APPLICATION

Date _____

Pertinent Information

Name	(Last)	(First)	(Middle)	email address
Current Address	(Street)	(City)	(State)	(Zip)
Permanent Address	(Street)	(City)	(State)	(Zip)
Home Telephone (including area code)	Work Telephone (or other number at which you can be reached)			
Are you 18 or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you been known by another name? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what?			
Have you applied at StuartCo before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?	Have you ever worked for StuartCo before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? Why did you leave?			

Your interest in StuartCo

What position are you applying for?
How many hours do you want to work? <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary
When would you like to work? <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Weekends <input type="checkbox"/> Nights
What date could you start?
Why would you like to work for StuartCo?
What do you know about StuartCo?

Employment

(Please give an accurate, full-time and part-time employment record. Start with your present or most recent employer. Please give complete employer name and address.)

Employer	Telephone
Complete Address	Hourly Rate
Supervisor's Name and Title	Employment (Month/Year) From To
List your title and describe the work you did. (Include skills that you could apply at StuartCo)	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why not?	Explain your reason(s) for leaving:

Employer	Telephone
Complete Address	Hourly Rate
Supervisor's Name and Title	Employment (Month/Year) From To
List your title and describe the work you did. (Include skills that you could apply at StuartCo)	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why not?	Explain your reason(s) for leaving:

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List your title and describe the work you did. (Include skills that you could apply at StuartCo)	
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May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why not?	Explain your reason(s) for leaving:

Employer	Telephone
Complete Address	Hourly Rate
Supervisor's Name and Title	Employment (Month/Year) From To
List your title and describe the work you did. (Include skills that you could apply at StuartCo)	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why not?	Explain your reason(s) for leaving:

Have you ever been discharged by an employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain all terminations:
If hired by StuartCo, can you furnish proof that you are eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain.

Education

	Print the name and address of each school	Years completed	Did you graduate?	Course of study	Degree earned
High School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No		
College/Vocational		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Graduate Studies		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Skills

Please indicate skills and speed where appropriate.

<input type="checkbox"/> Typing WPM _____ <input type="checkbox"/> 10-Key Adding <input type="checkbox"/> Reception console
Please list computer software packages that you can proficiently use:

Please read and sign:

By my signature below, I promise that the information provided in this employment application (and accompanying resume or documentation, if any) 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. Please be advised that you may be subject to a background screening prior to the commencement of employment with StuartCo, and that you may be disqualified from employment based upon the results. In reviewing the background screening results, the Company will consider factors including, but not limited to, any conviction history, the duties required of the position for which you have applied, as well as any applicable state and federal laws or licensing requirements.

I authorize any person, school, current employer, past employer, and organizations named in this application (and accompanying resume, if any) to provide StuartCo with any information and opinion requested by StuartCo in connection with any application.

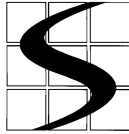
I understand that this application does not create a contract of employment. I understand that, if hired, I am obligated to comply with any and all current and subsequently adopted StuartCo policies. I understand and agree that, if hired, my employment is for an indefinite period of time and may, regardless of the date of payment of my wages or salary, be terminated at any time for any reason, with or without notice. I understand that no person is authorized to change any of the terms mentioned in this employment application.

Applicant's Signature _____ Date _____

An Equal Opportunity Employer

To mail, fold here, affix first-class postage and seal with tape. Do not staple. Include Reference Request Forms, is applicable.

StuartCo
Attention: Human Resources
1000 West 80th Street
Minneapolis, MN 55420-1000



StuartCo – EEO Data Sheet

Due to federal law requirements relating to equal employment opportunities, we request your voluntary completion of the information below.

This information will not be used in processing your application or used for any related employment decision. We invite you to indicate your gender and race/ethnicity below. This information will be kept separately from your application and will be used only in accordance with federal and state regulations.

Applicant Information:

Name: _____

Referral Source:

- | | |
|--|---|
| <input type="checkbox"/> Walk in/Call in | <input type="checkbox"/> Advertisement: Specify: _____ |
| <input type="checkbox"/> Job Hotline | <input type="checkbox"/> Private Employment Agency |
| <input type="checkbox"/> StuartCo Web Site | <input type="checkbox"/> Job Fair |
| <input type="checkbox"/> Craigslist | <input type="checkbox"/> Employee Referral: Name: _____ |
| <input type="checkbox"/> Diversity Referral Source | <input type="checkbox"/> Contract recruiter |
| <input type="checkbox"/> School Source | <input type="checkbox"/> Rehired Employee |
| <input type="checkbox"/> Temporary Agency | <input type="checkbox"/> Networking Groups |

Other: Specify _____

Race/Ethnic Group:

- White (not Hispanic or Latino)
- Two or more races (not Hispanic or Latino)
- Asian (not Hispanic or Latino)
- Native Hawaiian or Other Pacific Islander (not Hispanic or Latino)
- Black or African American (not Hispanic or Latino)
- Hispanic or Latino
- American Indian/Alaska Native (not Hispanic or Latino)

Gender:

- Male
- Female

Vets 100 Reporting:

- Disabled Veteran
- Vietnam Era Veteran

Position/Location Applying For:

Position Applying For: _____

Location Applying For: Property _____ City/State _____

Thank you for helping us in our reporting efforts.