



3100 9th Avenue SE, Watertown SD 57201, 605-882-2222, 800-658-3303, Fax: 605-882-2753

APPLICATION FOR EMPLOYMENT

"An Equal Opportunity Employer"

Please type or print.

Date: _____

Name: _____

Last

First

Middle

Address: _____

Street

City

State

Zip

Phone Number: _____ Position Desired: _____

Are you 18 years of age or older? Yes No

Can we contact your current employer? Yes No

Employment Desired

Hours: Full Time Part Time Summer

Are you willing to work as required?

Days: Yes No

Sat., Sun., Holidays: Yes No

Evenings: Yes No

Split-shifts: Yes No

Nights: Yes No

Overtime: Yes No

How soon are you available to start work? Immediately 1 Week 2 Weeks Other

Are you presently employed? Yes No

How did you hear about the position at Enercept? Job Service Newspaper Ad

Friend/Relative Name: _____ Other (Please specify): _____

References

Give name, address and phone number of three references not related to you and who can attest to your work history.

1. _____

2. _____

3. _____

<u>Education:</u>	High School	Undergraduate College/University	Graduate Professional/Vo-Tech
School Name			
Years Completed			
Course of Study			
Diploma/Degree			

Please complete the reverse side

Employment History

Employer	Date Employed		Work Performed
	From	To	
Address			
Telephone	Hourly Rate		
Job Title	Starting	Final	
Reason for Leaving			

Employer	Date Employed		Work Performed
	From	To	
Address			
Telephone	Hourly Rate		
Job Title	Starting	Final	
Reason for Leaving			

Employer	Date Employed		Work Performed
	From	To	
Address			
Telephone	Hourly Rate		
Job Title	Starting	Final	
Reason for Leaving			

Skills/Trades

Check below skills or trades that you have performed:

	Training	Experience		Training	Experience		Training	Experience
Air Nailer	<input type="checkbox"/>	<input type="checkbox"/>	Computer	<input type="checkbox"/>	<input type="checkbox"/>	Table Saw	<input type="checkbox"/>	<input type="checkbox"/>
Forklift	<input type="checkbox"/>	<input type="checkbox"/>	Panel Saw	<input type="checkbox"/>	<input type="checkbox"/>	Inventory Control	<input type="checkbox"/>	<input type="checkbox"/>
AUTO CAD	<input type="checkbox"/>	<input type="checkbox"/>	Rough Frame Carpentry	<input type="checkbox"/>	<input type="checkbox"/>	Receiving	<input type="checkbox"/>	<input type="checkbox"/>
Blueprint Reading	<input type="checkbox"/>	<input type="checkbox"/>	Finish Carpentry	<input type="checkbox"/>	<input type="checkbox"/>	Quality Control	<input type="checkbox"/>	<input type="checkbox"/>
Drafting	<input type="checkbox"/>	<input type="checkbox"/>	Setup Work (Jigs)	<input type="checkbox"/>	<input type="checkbox"/>	General Office Equip.	<input type="checkbox"/>	<input type="checkbox"/>
Word/Excel	<input type="checkbox"/>	<input type="checkbox"/>	Light Drill Press	<input type="checkbox"/>	<input type="checkbox"/>	Shipping	<input type="checkbox"/>	<input type="checkbox"/>
Circular Saw	<input type="checkbox"/>	<input type="checkbox"/>	Customer Service	<input type="checkbox"/>	<input type="checkbox"/>	Tape Measure	<input type="checkbox"/>	<input type="checkbox"/>
Radial Arm Saw	<input type="checkbox"/>	<input type="checkbox"/>	Assembly Work	<input type="checkbox"/>	<input type="checkbox"/>			

What characteristics do you possess which you feel particularly qualify you for this job? _____

Any information you wish to provide not covered on the application above? _____

Enercept provides equal opportunity and treatment to all employees and qualified applicants. All qualified applicants receive consideration for employment without regard to race, color, sex, age, disability, national origin or any other status protected by law.

I understand that any offer of employment I may receive from Enercept, Inc. is contingent upon my successful completion of the Company receiving reference it considers satisfactory and successfully passing a test for drugs and /or alcohol. I also understand that, if employed, I may be required to submit to drug and/or alcohol testing in accordance with the Company's policies.

I hereby authorize Enercept, and also authorize and request each present (if authorized above) and former employer and those individuals I have listed as references to furnish information regarding my employment record including the reason for the termination of my employment, work performance, abilities and other qualities pertinent to my qualifications for employment, hereby releasing them from liability for damages arising from furnishing the requested information.

I hereby certify that the statements and entries made by me on this application are true and correct. I understand that any misrepresentation or omission of information contained herein or provided in an interview can be justification for refusal of employment or, if employed, termination. I understand that this application is not to be a contract of employment.

Signature: _____ Printed Name: _____ Date: _____