



Minger Construction Co., Inc.
EMPLOYMENT APPLICATION

Minger Construction Co., Inc.
620 Corporate Drive
Jordan, MN 55352
PH: 952-368-9200
FAX: 952-368-9311

Date Received: _____

The application process includes completion of this application and possibly an interview. Please inform Human Resources at 952-368-9200 if you need a reasonable accommodation either to complete the application or to engage in the interview process.

Personal Information			
Last Name	First Name	Middle Name	Today's Date
Street Address	City	State	Zip Code
Home Phone: (____) _____ - _____	Are you legally eligible to work in the U. S.? ____ Yes ____ No		
Work Phone: (____) _____ - _____	How were you referred to us? _____		
Other: (____) _____ - _____			
Are you 18 or over? ____ Yes ____ No			
Title of Position Applying For			Date Available to Work
Have you been previously interviewed or employed by Minger Construction? ____ Yes ____ No If Yes, list date(s) and job title(s):			
Type of employment desired: ____ Full-Time ____ Part-Time ____ Temporary ____ Seasonal			
Driver's license state and number (if the position for which you are applying requires you to drive a vehicle):			

Education			
Name and Location	# Years Completed	Major Area of Study	Degree/Diploma
High School			
College			
Graduate School			
Technical or Certificate Programs			

Employment History Please provide the following information for last three employers, beginning with the current or most recent: (Attach an additional page if necessary, do not use "see attached resume".)

Employer:	Dates Employed: From _____ To _____	Last Job Title:
Address:		
Telephone:	Job Duties:	
Weekly Pay Start: Finish:		
Reason for Leaving:		

May we contact the above employer for a reference? ___ Yes ___ No
 Name and title of last supervisor: _____

Employer:	Dates Employed: From _____ To _____	Job Title:
Address:		
Telephone:	Job Duties:	
Weekly Pay Start: Finish:		
Reason for Leaving:		

May we contact the above employer for a reference? ___ Yes ___ No
 Name and title of last supervisor: _____

Employer:	Dates Employed: From _____ To _____	Job Title:
Address:		
Telephone:	Job Duties:	
Weekly Pay Start: Finish:		
Reason for Leaving:		

May we contact the above employer for a reference? ___ Yes ___ No
 Name and title of last supervisor: _____

Describe your qualifications for the employment you are seeking: (Include skills, special training, etc.)

Four horizontal lines for writing qualifications.

References Please list names of supervisors, managers, or others who can comment directly on your abilities:				
Name	Address	Phone #	Relationship/Occupation	Years Known

Minger Construction does not discriminate in employment matters on the basis of race, creed, religion, color, age, marital status, national origin, sex, marital status, familial status, sexual orientation, status with regard to public assistance, membership on a local human rights commission, disability, or any other protected class status.

By my signature below, I certify that the information provided in this employment application (and any related information provided by me) 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, no matter how long I have been employed. I authorize investigation of all statements contained herein, and I authorize the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they have.

The Minger Construction Affirmative Action Plan is available upon request.

Signature of Applicant

Date

Minger Construction Co., Inc.

An Equal Opportunity, Affirmative Action Employer

Applicant Survey Form

Last name	First name	Middle initial(s)
-----------	------------	-------------------

Date	Position(s) for which you are applying
------	----------------------------------------

Please read carefully:

As an affirmative action employer, we must monitor our equal employment opportunity and affirmative action program, and report the results to government agencies. Please help us gather this information by identifying your sex, race or ethnicity, and disability status on this form.

Providing this information is **completely voluntary**. If you choose not to provide some or all of this information, you will not be subject to any negative or adverse treatment.

The information you provide will be used **only** to monitor our compliance with equal opportunity laws and regulations and *for no other purpose*. * When we receive this form, we will immediately place it in a confidential file separate from your application. If you wish, you may mail this form to us in an envelope separate from the one that contains your application.

Race/Ethnicity – Select one or more

- American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American: A person having origins in any of the black racial groups of Africa.
- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Disability - Are you a person with a disability?

- Yes
- No

Sex/Gender – Select one

- Female
- Male

* **This form is not used for employment decisions.** If you have a disability and need an accommodation so that you can perform the duties of the job for which you are applying, please notify us in some other manner.