



**S.M. Hentges & Sons, Inc.**  
650 Quaker Avenue, Suite 200  
Jordan, MN 55352  
952.492.5700 • Fax 952.492.5705

# APPLICATION FOR EMPLOYMENT

Equal Opportunity Employer

## Personal Information

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Present Address: \_\_\_\_\_ How Long: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Drivers License Number: \_\_\_\_\_ Union Affiliation: \_\_\_\_\_

Are you either a U.S. Citizen or an Alien authorized to work in the United States: \_\_\_\_\_ Yes \_\_\_\_\_ No

## Employment Desired

Position: \_\_\_\_\_ Date you can start: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Are you employed now? \_\_\_\_\_ Yes \_\_\_\_\_ No If so may we inquire of your present employer \_\_\_\_\_

Ever applied to this Company before? \_\_\_\_\_ Yes \_\_\_\_\_ No If so when? \_\_\_\_\_

Referred By: \_\_\_\_\_ Name & Department \_\_\_\_\_

Will you abide by the policies, procedures and rules of this company \_\_\_\_\_ Yes \_\_\_\_\_ No

If injured, will you accept the medical facilities recommended by your employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

## Education

Grade/High School – Last Completed \_\_\_\_\_ Graduated? Yes \_\_\_\_\_ No \_\_\_\_\_

College Yes \_\_\_\_\_ No \_\_\_\_\_ Course of study \_\_\_\_\_ Graduated? Yes \_\_\_\_\_ No \_\_\_\_\_

Vocational School Yes \_\_\_\_\_ No \_\_\_\_\_ Course of study \_\_\_\_\_ Graduated? Yes \_\_\_\_\_ No \_\_\_\_\_

Training/Apprenticeships yes \_\_\_\_\_ No \_\_\_\_\_ Course of study \_\_\_\_\_ Graduated? Yes \_\_\_\_\_ No \_\_\_\_\_

Special Skills: \_\_\_\_\_

U.S. Military or Navel Service \_\_\_\_\_ Rank \_\_\_\_\_

Present membership in National Guard or Reserves \_\_\_\_\_

### Former Employers

NOTE: DOT requires that employment for at least 3-years and/or commercial driving experience for the past 10-years be shown

| Date Month/<br>Year | Name & Address of Employer | Salary | Position | Reason for Leaving |
|---------------------|----------------------------|--------|----------|--------------------|
| From:<br>To:        |                            |        |          |                    |
| From:<br>To:        |                            |        |          |                    |
| From:<br>To:        |                            |        |          |                    |
| From:<br>To:        |                            |        |          |                    |

### References

Give the names of three persons not related to you, whom you have known at least one year.

| Name | Address | Business | Years Acquaintance |
|------|---------|----------|--------------------|
|      |         |          |                    |
|      |         |          |                    |
|      |         |          |                    |

### \*DOT APPLICANTS ONLY\*

#### Drivers License Information

| State | Licenses Number | Type | Expiration Date |
|-------|-----------------|------|-----------------|
|       |                 |      |                 |
|       |                 |      |                 |
|       |                 |      |                 |

#### Driving Experience

| Class of Equipment     | Type of Equipment<br>(Van, Tank, Flat, etc.) | Date<br>From: | Date<br>To: | Approx. No. of Miles<br>(Total) |
|------------------------|--|---------------|-------------|---------------------------------|
| Straight Truck         |  |               |             |                                 |
| Tractor & Semi Trailer |  |               |             |                                 |
| Tractor / Two Trailers |  |               |             |                                 |
| Other                  |  |               |             |                                 |

#### Accident record for past 3-years or more

| Dates         | Nature of Accident (head-on, rear-end, upset, etc) | Fatalities | Injuries |
|---------------|--|------------|----------|
| Last Accident |  |            |          |
| Next Previous |  |            |          |
| Next Previous |  |            |          |
| Next Previous |  |            |          |
| Next Previous |  |            |          |

#### Traffic Convictions and forfeitures for the past 3-years (other than parking violations)

| Location | Date | Charge | Penalty |
|----------|------|--------|---------|
|          |      |        |         |
|          |      |        |         |
|          |      |        |         |

- A. Have you ever been denied a license, permit or privilege to operate a motor vehicle?  Yes  No
- B. Has any license, permit or privilege ever been suspended or revoked?  Yes  No

**If the answer to either A or B is yes, attach a statement giving details**

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if employed, falsified statements on this application shall be grounds for dismissal. I understand that alcoholic beverages or drugs are forbidden from the job site and also understand that use of alcohol or drugs may be grounds for discharge.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for any damage that may result from furnishing same to you.

I understand and agree that, if hired, my employment is for no defined period and may, regardless of the date of payment of my wage and salary be terminated at any time without prior notice and without cause.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Notification of Drug Test Requirement**  
**S.M. Hentges & Sons, Inc.**

As an employer concerned with the safety of its employees, the general public and the users of the nation's highways.

If you meet all of the company, federal and state pre-employment requirements, and job offer is made where duties include laborer, operating company trucks, equipment and/or office help, you will be required to take a test to determine the presence of illegal drugs. The tests are capable of detecting trace amounts of drugs for up to thirty-days following use.

A negative drug test report must be received in order to be considered for employment.

The drug policy is available in the office. Please contact the payroll department if you wish to review it.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

**DOT APPLICANTS ONLY**

**Acknowledgement of Employer's Right and Need for MVR Information**

Date: \_\_\_\_\_

Employee: \_\_\_\_\_

The employee (undersign) understands the employer must comply with statutory insurance requirements as they pertain to employee driving employer's vehicles and/or use of employee's vehicle on the job. By the signature below, the employee acknowledges and agrees that the employer is entitled to receive/send proof of license(s) and/or motor vehicle reports/records (herein records), from employee and/or third parties.

Employer and employees understand that use of these records is limited to employer's obligation to comply with statutory insurance requirements and/or with underwriting process relating to securing insurance coverage. Employer will exercise best efforts to limit use of records herein specified.

Employee Driver License Number \_\_\_\_\_

State of Issue \_\_\_\_\_

Signature of Employee \_\_\_\_\_

Signature of Employer \_\_\_\_\_

This form authorizes employer to check my motor vehicle record periodically without further consent. This authorization expires upon termination of my employment.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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An Equal Opportunity, Affirmative Action Employer  
**Applicant Survey Form**

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

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| 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 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 – Select one**

- Female
- Male

**Veteran Status – Select one**

- Yes
- No

\*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.