IMPORTANT FACTS ABOUT INFORMATION ON YOUR APPLICATION

The attached application is to assist in the hiring process. Certain information requested on the application is not public. It will be released only to you or to persons within the organization who need to know in order to perform their job duties. If you are employed, the data will be available to the Internal Revenue Service and the Social Security Administration for payroll and tax purposes.

**Do not complete this section; this is for reference only,
only complete the attached application.**

Private Data	Why we ask for it	Are you legally obligated to provide it?	What if you don't provide it?
Date of Birth for those under the age of 18	To comply with child labor laws	Yes	Failure to provide may be cause for rejecting an application
Mailing Address	To be able to send you notices	Yes	Failure to provide may be cause for rejecting an application
Residence Telephone	To be able to contact you to determine availability for an interview and in case of an emergency situation	No	We may not be able to contact you for an interview
Felony Conviction	To determine whether we may legally accept an application from you and to determine whether your record may be job related	Yes	We will not be able to make determinations required by law.

Alexandria Pro-Fab is an EQUAL OPPORTUNITY EMPLOYER and encourages applications from women, minorities and disabled persons. This employer does not discriminate in employment opportunities or applicants for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, or any other characteristic protected by law.

In accordance with the Immigration Reform and Control Act of 1986, Alexandria Pro-Fab hires only U.S. Citizens and lawfully authorized alien workers. If hired, you will be required to provide written documentation of citizenship or legalized alien program. Failure to provide said documentation will result in dismissal.

In accordance with the Minnesota "Employment at Will" policy, Alexandria Pro-Fab retains the right to terminate its employees at any time for any reason not prohibited by law, and the employee has the right to resign employment at any time for any reason, these mutual rights constitute the "employment at will" policy.

Alexandria Pro-Fab retains a Federal Arms License. We are prohibited from hiring anyone with a felony, domestic violence conviction and/or dishonorable military discharge. A background check will be performed.

If you are hired for this position you will be expected to sign a confidentiality agreement. This is an agreement to protect intellectual property rights and it is not an employment agreement. This does not modify what otherwise may be an "at will" employment relationship.

Alexandria Pro-Fab has the right to verify information provided in the application. False information may be grounds for rejecting this application or for dismissal following employment.

PRO-FAB
ALEXANDRIA PRO-FAB CO. INC.

8210 State Highway 29 North
Alexandria, MN 56308
(320) 852-7918
An Equal Opportunity Employer

APPLICANT INFORMATION

Last Name		First		Date	

Street Address				Apartment/Unit #	

City		State		ZIP	

Phone		Alternative Phone			

Position Appling For		Date Available		Desired Salary	

Are you 18 years or older?	YES ☐ NO ☐	If no, what is your birth date?

Are you a citizen of the United States?	YES ☐ NO ☐	If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company?	YES ☐ NO ☐	If yes, when?

Have you applied here before?	YES ☐ NO ☐	If yes, when?

Have you ever been convicted of a felony?	YES ☐ NO ☐	Have you ever been convicted of domestic violence? YES ☐ NO ☐

EDUCATION

High School		Location	
	Did you graduate? YES ☐ NO ☐	Degree	
College		Location	
	Did you graduate? YES ☐ NO ☐	Degree	
Other		Location	
	Did you graduate? YES ☐ NO ☐	Degree	

REFERENCES

Please list three persons not related to you whom you have known for at least one year.

Full Name	Years Acquainted
Address	Phone ( )

Full Name	Years Acquainted
Address	Phone ( )

Full Name	Years Acquainted
Address	Phone ( )

PREVIOUS EMPLOYMENT

Company	Phone ( )
Address	Supervisor

Job Title	Shift	Starting Salary	$	Ending Salary	$

Responsibilities

From	To	Reason for Leaving

May we contact your previous supervisor for a reference?   YES ☐   NO ☐

Company	Phone ( )
Address	Supervisor

Job Title	Shift	Starting Salary	$	Ending Salary	$

Responsibilities

From	To	Reason for Leaving

May we contact your previous supervisor for a reference?   YES ☐   NO ☐

Company	Phone ( )
Address	Supervisor

Job Title	Shift	Starting Salary	$	Ending Salary	$

Responsibilities

From	To	Reason for Leaving

May we contact your previous supervisor for a reference?   YES ☐   NO ☐

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. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I understand that my employment may be terminated at any time for any reason not prohibited by law, and that I may resign employment at any time for any reason, and that these mutual rights constitute the employer's at will policy.   I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice at any time by the company. I recognize that any understandings and agreements between the employer and any employee to the contrary must be in writing and signed by the proper officer of the company.

Signature   Date