

Bismarck-Mandan Elks Lodge #1199 Employment Application

SECTION 1: PERSONAL INFORMATION

Name:	Date of Birth:
Social Security No:	Referred by:
Present Address:	
Permanent Address:	
Phone No:	Email Address:

SECTION 2: EMPLOYMENT DESIRED

Position Applied For:	Date You Can Start:
Are You Employed Now? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If so, may we inquire of your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever applied to this company before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, when: _____	

SECTION 3: EDUCATION HISTORY

HIGH SCHOOL

Name & Location	Years Attended	Diploma

COLLEGE

Name & Location	Years Attended	Degree

TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL

Name & Location	Years Attended	Degree

SECTION 4: GENERAL INFORMATION

Subject of Special Study/Research Work:	
Special Training:	Special Skills:
U.S. Military or Naval Service: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, rank: _____	

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SECTION 5: WORK EXPERIENCE

NAME & ADDRESS	DATES EMPLOYED	POSITION	REASON FOR LEAVING

SECTION 6: REFERENCES

NAME	Phone Number	BUSINESS	YEARS ACQUAINTED

SECTION 7: ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

APPLICANT STATEMENT

- An acknowledgment of the truthfulness of the information provided.
- Consent for the employer to conduct background checks.
- Understanding of employment at-will, if applicable.

Signature of Applicant

Date

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OFFICIAL USE ONLY

INTERVIEWER'S REMARKS

Date:

Interviewed by:

Recommendation:

APPROVALS

Employment Manager Signature

Date

Instructions for Applicants:

- Fill out all sections completely and accurately.
- Use additional sheets if necessary to provide complete answers.
- Sign and date the application.

Submission:

Return the completed application to the Bismarck Elks Lodge 1199
900 S. Washington Street, Bismarck, ND 58504.