



Minburn Telephone Company
 416 Chestnut Street,
 P.O. Box 206
 Minburn, Iowa 50167
 Phone: 515-677-2264
 Fax: 515-677-2007

APPLICATION FOR EMPLOYMENT

To be considered for employment, you must accurately complete all requests for information. If you need an accommodation to complete this application, please request assistance.

Last Name	First	Middle	Date of Application
Street/Address		Apt #	Social Security #
City, State, Zip			Home Telephone
Please indicate any other name(s) you have been known by			Daytime Telephone
Specific position desired			Starting Pay Range Expected to

REFERRAL SOURCE (Please check all that apply)

- Advertisement (Specify) _____
- Employment Agency/Search Firm (Specify) _____
- Other _____
- School/Educational Institution
- Current Employee
- Walk-In

1. Have you ever filed an application with us before? Yes No If yes, give date: _____
2. What type of employment are you interested in?
 Full Time Part Time Temporary Internship
3. Are you willing to work overtime? Yes No
4. Are you willing to travel out of town? Yes No If so, what percentage of time? _____
5. On what date would you be available to start work? _____
6. Are you legally eligible to work in the U.S.? Yes No If you are hired, you will be required to furnish documentation within 3 working days showing your are authorized to work in the U.S.
7. Have you been convicted of any crime? Yes No
 Conviction will not necessarily disqualify an applicant from employment and will only be considered in relation to specific job requirements. If yes, Year _____ Jurisdiction _____ Please explain in detail: _____

EDUCATION

Educational Institution	Name and Location of School	Number of Years Completed	Major/ Course of Study	Degree or Diploma	
				YES	NO
High School					
Secondary					

SKILLS

List other special skills or training (languages, machine operation, office equipment, typing speed, etc.) relevant to the position for which you are applying:

REFERENCES

Please list any business or education related references you would like us to consider.

Name/Title	Business Phone
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Business Relationship	Years Acquainted	Home Phone
Name/Title		Business Phone
Business Relationship	Years Acquainted	Home Phone
Name/Title		Business Phone
Business Relationship	Years Acquainted	Home Phone

REQUIRED INFORMATION

State names of relatives and/or friends who have been, or are, employed by Minburn Telephone Company, and the relationship of this person to you, (i.e., mother, father, step-parent, aunt, cousin, nephew, etc).

EMPLOYMENT

Start with your present or most recent employment. If you need additional space, please continue on a separate sheet of paper. Please complete this section even if you are submitting a resume.

If you are currently employed, may we contact your employer? Yes No

1. Name of most recent/current employer	Start Date	Ending Date
Address	Starting Salary	Ending Salary
Name and Title of Immediate Supervisor	Telephone	
State Job Title and Describe the Responsibilities of Your Position		
Reason(s) for Leaving		
2. Name of most recent/current employer	Start Date	Ending Date
Address	Starting Salary	Ending Salary
Name and Title of Immediate Supervisor	Telephone	
State Job Title and Describe the Responsibilities of Your Position		
Reason(s) for Leaving		
3. Name of most recent/current employer	Start Date	Ending Date
Address	Starting Salary	Ending Salary
Name and Title of Immediate Supervisor	Telephone	
State Job Title and Describe the Responsibilities of Your Position		
Reason(s) for Leaving		

CERTIFICATION (Read Carefully Before Signing)

I hereby authorize **Minburn Telephone Company** to conduct an investigation concerning all statements made in my application and to conduct any other investigation the Company deems appropriate, including a review of my driving history (if job related), and criminal conviction history. I request any duly constituted law enforcement agencies or judicial officers and all other entities to furnish the Company with all information requested for its investigation of my background and qualifications. I hereby release the Company and all individuals and entities from any and all liability arising from disclosure of the information obtained during such an investigation.

I understand that my previous and present employer may be asked for information relative to my employment record with them, unless otherwise requested. I hereby release from all liability or damage those individuals or corporations who provide information relating to my prior employment or character, and I authorize **Minburn Telephone Company** to make any investigation it may deem advisable with no liability arising therefrom. I agree that any false statements made by me or my failure to answer any applicable questions on this application completely, regardless of when discovered, will be sufficient cause for my release from employment.

Additionally, I understand that nothing contained in the employment application or in the granting of an interview is intended to create an employment contract for either employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding unless made in writing. **IF ANY EMPLOYMENT RELATIONSHIP IS ESTABLISHED, I UNDERSTAND THAT I HAVE THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME. I FURTHER UNDERSTAND THAT I WOULD BE AN EMPLOYEE AT WILL AND THAT MINBURN TELEPHONE COMPANY CAN TERMINATE MY EMPLOYMENT AT ANY TIME WITH OR WITHOUT NOTICE AND WITH OR WITHOUT CAUSE.**

Signature _____ Date _____