



# PRENTICE HOUSE INC.

## APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age disability, marital or veteran status, or any other legally protected status. We are an equal opportunity employer.

Position(s) Applied for: \_\_\_\_\_ Date: \_\_\_\_\_

How did you learn about us?  
Advertisement      Friend      Inquiry  
Employment Agency      Relative      Other: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Best time to contact you at home is: \_\_\_\_\_: \_\_\_\_\_ am pm

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No  
If yes, give date: \_\_\_\_\_

Have you ever been employed with us before? Yes No  
If yes, give date: \_\_\_\_\_

Do any of your friends or relatives, other than spouse, work here? Yes No  
If yes, state name, relationship and location: \_\_\_\_\_

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No  
*Proof of citizenship or immigration status will be required upon employment.*

Date available for work \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ What is your desired salary range? \_\_\_\_\_

Are you available to work: Full Time (please indicate 1 2 3 shift)  
Part Time (please indicate Mornings Afternoon Evenings)  
Temporary (please indicate dates available \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_ )

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

### Education

School	Name & Address of School	Course of Study	Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				



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PO Box 891 + 517 Beaser Avenue + Ashland, WI 54806 + 715.682.1160 + f:715.682.6101 + phadministration@centurytel.net

## Work Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or protected status.

Employer:	Dates Employed		Work Performed
Address:	From	To	
Starting/Present Job Title:			
Supervisor	Hourly Rate/Salary		
Reason for Leaving	Starting	Final	
May We Contact?	Yes	No	

Employer:	Dates Employed		Work Performed
Address:	From	To	
Starting/Present Job Title:			
Supervisor	Hourly Rate/Salary		
Reason for Leaving	Starting	Final	
May We Contact?	Yes	No	

Employer:	Dates Employed		Work Performed
Address:	From	To	
Starting/Present Job Title:			
Supervisor	Hourly Rate/Salary		
Reason for Leaving	Starting	Final	
May We Contact?	Yes	No	

Employer:	Dates Employed		Work Performed
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May We Contact?	Yes	No	

Employer:	Dates Employed		Work Performed
Address:	From	To	
Starting/Present Job Title:			
Supervisor	Hourly Rate/Salary		
Reason for Leaving	Starting	Final	
May We Contact?	Yes	No	

Comments: Include explanation of any gaps in employment.



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Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

List professional, trade, business or civic activities and offices held

*You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:*

**Other Qualifications** *Summarize special job-related skills and qualifications acquired from employment or other experience.*

**Specialized Skills** *(Skills/Equipment Operated)*

Terminal

Spreadsheet

PC/Mac

Word Processing

WPM

WPM

Production/Mobile  
Machinery (list)

Other (list)

State any additional information you feel may be helpful to us in considering your application.

**Note to Applicants: Do not answer this question unless you have been informed about the requirements of the job for which you are applying.**

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. Yes    No

**Personal/Professional References** *Do not include family members or past supervisors.*

Name	Phone Numbers	Best Time to Call	Occupation
1.			
2.			
3.			



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## **Applicant's Statement**

I certify that answers given herein are true and complete.

I authorized investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information give in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

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Signature of Applicant

Date