



City of Benson Application for Employment

**► SEND RESUME AND COMPLETED APPLICATION TO:
CITY OF BENSON, 1410 KANSAS AVE. BENSON, MN 56215**

This application is to be printed in your own handwriting.

Date of Application: _____

Position Applied for: _____

Name: _____
(Last) (First) (Middle)

Address: _____

City: _____ State: _____ Zip: _____

Phone Numbers – Home: _____ Work: _____

E-mail Address: _____

Educational Background

High School Graduate? Yes _____ No _____

Post High School Education/Training:

School or Program	Address	Date Attended	Degree

Current Licenses or Certificates held that would be applicable to the position for which you are applying:

Work Experience

Current/Most Recent Employer: _____

Address: _____ Telephone: _____

Position: _____ Employed from: _____ to _____

Supervisor: _____ May we contact this person? _____

Salary – Starting: _____ Ending: _____

Duties and responsibilities: _____

Prior Employer: _____

Address: _____ Telephone: _____

Position: _____ Employed from: _____ to _____

Supervisor: _____ May we contact this person? _____

Salary – Starting: _____ Ending: _____

Duties and responsibilities: _____

Prior Employer: _____

Address: _____ Telephone: _____

Position: _____ Employed from: _____ to _____

Supervisor: _____ May we contact this person? _____

Salary – Starting: _____ Ending: _____

Duties and responsibilities: _____

Other Information:	Yes	No
Do you have a Social Security number?		
Can you legally accept permanent employment in the United States?		
Are you over the age of 18? If not, state your date of birth: _____		
Are you currently employed?		
Are you available to work full-time?		
Are you available to work part-time?		
Can you travel if your job requires it?		
Is adequate transportation available so you can get to work on time every day?		
Have you ever been bonded on a job?		
Is there any reason why you cannot be at work on time every day? If yes, why? _____		
Have you been convicted of a felony within the last 7 years? If yes, please explain: _____		
On what date would you be available to start? _____		

Other Training or Experience – Summarize special job related skills and qualifications:

References:

1) _____ (Name) _____ (Phone)
 _____ (Complete Mailing Address)

2) _____ (Name) _____ (Phone)
 _____ (Complete Mailing Address)

3) _____ (Name) _____ (Phone)
 _____ (Complete Mailing Address)