

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Position(s) Applied For: \_\_\_\_\_



Human Resources  
27 North Minnesota St.  
PO Box 697  
New Ulm, MN 56073  
Telephone: 507-354-4111  
Fax: 507-354-1914

*An Equal Opportunity / Affirmative Action Employer*

All New Ulm Telecom, Inc. applicants will be considered for employment without regard to race, religion, color, gender, national origin, age, marital status or any other status protected by law. We are an Equal Opportunity and Affirmative Action Employer. It is our policy to make reasonable accommodations for persons with disabilities in the hiring process. If your disability prevents you from reading or filling out this application form, please let us know and we will provide assistance. Thank you for your interest in New Ulm Telecom, Inc.



## CLERICAL/ TECHNICAL SKILLS

List any specialized skills or equipment used.

## EMPLOYMENT HISTORY

List complete employment history starting with last employer first.

Employer	DATES EMPLOYED	WORK PERFORMED
Address	From:                      To:	
Telephone	HOURLY WAGE/SALARY	
Job Title	Starting: \$                      per	
Supervisor	Ending: \$                      per	
Reason for Leaving	Status: ___ full time ___ part time	
Employer	DATES EMPLOYED	WORK PERFORMED
Address	From:                      To:	
Telephone	HOURLY WAGE/SALARY	
Job Title	Starting: \$                      per	
Supervisor	Ending: \$                      per	
Reason for Leaving	Status: ___ full time ___ part time	
Employer	DATES EMPLOYED	WORK PERFORMED
Address	From:                      To:	
Telephone	HOURLY WAGE/SALARY	
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Supervisor	Ending: \$                      per	
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Address	From:                      To:	
Telephone	HOURLY WAGE/SALARY	
Job Title	Starting: \$                      per	
Supervisor	Ending: \$                      per	
Reason for Leaving	Status: ___ full time ___ part time	

May we contact your present employer?     YES     NO     Not at this time \_\_\_\_\_

May we contact your past employers?     YES     NO     Not at this time \_\_\_\_\_

Please describe your work interests and/or career goals: \_\_\_\_\_

Special Skills / Training that may be useful in evaluating you for employment: \_\_\_\_\_

List any Professional Organizations and/or Memberships: \_\_\_\_\_

### REFERENCES:

List three non-relatives who can be contacted regarding your qualifications and work habits.

NAME	BUSINESS / TITLE	ADDRESS / TELEPHONE	YEARS ACQUAINTED
1.			
2.			
3.			

### DRUG SCREENING AGREEMENT

Read Before You Sign

New Ulm Telecom, Inc. is committed to maintaining a drug-free workplace. We require that all applicants accepted for employment pass a drug test, and a physical examination, if required by federal, state or local regulations, as part of our employment process. Please be advised that all offers of employment are contingent upon satisfactory results of the drug screening test and physical examination, if applicable. All applicants who are considered for employment will be required to sign a Drug Screening Agreement authorizing the company to have its designated laboratory perform the drug screening test. Applicants who refuse to sign the Agreement will not be considered for employment. Those applicants who test positive for drug usage or do not satisfactorily pass the physical examination, if required, will not be considered for employment at the company for one year.

Applicants Signature \_\_\_\_\_

Date \_\_\_\_\_

### APPLICANT RELEASE

Read Before You Sign

The above information is true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. Should I be employed by New Ulm Telecom, Inc., any misrepresentation or false statement contained herein may be considered cause for possible dismissal. New Ulm Telecom, Inc., has permission to obtain all necessary information from the reference I have listed, or any other sources, concerning my prior employment or personal history and I release all parties from any possible damages resulting from disclosing such information with or without prior written notice to me.

I have read and understand the conditions stated above. I also understand that this application does not constitute an employment contract of any kind. Should I be employed by New Ulm Telecom, Inc., I may resign such employment at any time at my discretion with or without prior notice and New Ulm Telecom, Inc. may terminate my employment at any time at their discretion, with or without cause and with or without prior notice.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

### FOR HUMAN RESOURCES USE ONLY

Reference sent/called: \_\_\_\_\_ Date: \_\_\_\_\_ Date Received: \_\_\_\_\_

Reference sent/called: \_\_\_\_\_ Date: \_\_\_\_\_ Date Received: \_\_\_\_\_

Overall Results: \_\_\_ Poor \_\_\_ Average \_\_\_ Very Good \_\_\_ Excellent \_\_\_\_\_

Comments: \_\_\_\_\_

Follow up letter sent: \_\_\_ YES \_\_\_ NO Date: \_\_\_\_\_