

# EMPLOYMENT APPLICATION



312 4<sup>th</sup> Street W, Clear Lake, SD, 57226  
1022 Main Ave S, Brookings, SD 57006-0296  
14 E 7<sup>th</sup> Ave, Webster, SD 57274  
401 S Main St, Milbank, SD 57252

PLEASE READ BEFORE SIGNING APPLICATION.

ITC Telecom is an Equal Opportunity Employer and does not discriminate in hiring or employment on the basis of age, race, color, religious creed, gender, ancestry, mental or physical handicap or disability, marital status or veteran status. No question on this application is intended to secure information to be used for such discrimination.

I understand that to be considered for employment at ITC Telecom there is a need to investigate all information written on this application. Therefore, I authorize ITC Telecom to make a thorough investigation of my past employment, education and all other information contained in this application and I release from all liability any persons, institutions, organizations, corporations and companies supplying such information and any other information known to them about me. I also indemnify ITC Telecom against any liability, which may result from making such an investigation.

To assist ITC Telecom in the information collection process, I certify that all the information listed by me on this application is true and complete to the best of my knowledge. Therefore, I fully understand that any false, misleading or incomplete information may cause my application to be rejected, or if employed, may result in termination.

I hereby understand, acknowledge and agree that as a condition of any employment offered by ITC Telecom and to insure my personal safety and that of others, I will be required upon the request of ITC Telecom to: 1) Submit to a medical examination by a qualified physician; 2) Submit to a drug and/or alcohol test(s) prior to and at any time during my employment with ITC Telecom; and 3) Provide medical certification of my ability to perform the essential functions of my position at any time deemed necessary by ITC Telecom. I hereby understand, acknowledge and agree that both the successful completion of any medical examination and negative result(s) on any drug and alcohol test(s) are required as a condition of employment by ITC Telecom. I hereby consent to all of the requirements set forth above. I also consent to and authorize any examining medical professional to release any and all information regarding my medical condition to ITC Telecom upon the request of ITC Telecom. I further consent to, and authorize the release of the results of any and all drug and alcohol test(s) to ITC Telecom upon the request of ITC Telecom.

**I understand this application is not, and is not intended to be a contract of employment, and that employment at ITC Telecom may be terminated at any time with or without cause and with or without notice, by either party.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Please print name \_\_\_\_\_

**PERSONAL INFORMATION**

Last Name:	First Name:	MI
Address:		
Position Applied For:		
When would you be available for work?		
Are you 18 years of age or older?    Yes        No		
Are you applying for: _____ Full-Time            _____ Part-Time            _____ Temporary		
Will you work overtime, if necessary?    Yes    No            On-call?    Yes    No		
State any limitations on working hours?		
How were you referred to us?		
Do you have any friends/relatives working for ITC Telecom?    Yes    No    If so, who?		
Have you ever been employed by ITC Telecom before?    Yes    No    If so, when?		
Are you legally eligible for employment in the USA?    Yes    No		
Have you been convicted of a felony in the last 10 years?    Yes    No (Conviction will not necessarily disqualify the applicant from employment consideration.)		
Will you abide by the safety policies and procedures set forth by ITC Telecom?    Yes    No		
Do you have a valid driver's license?    Yes    No    CDL?    Yes    No		

**SKILLS** (Please indicate your work experience with the following: (List length of time, for example 6 mos, 1 yr.)

Telephony	Length of time?
PC/Data Entry	Length of time?
Switchboard	Length of time?
10-Key	Length of time?
Heavy Equipment Operation	Length of time?
Please explain any other work experience you feel would be beneficial for ITC Telecom:	

**EDUCATION**

Elementary School & Location			
High School & Location		Diploma?	Yes    No
Business/Trade School & Location			
Number of Years Completed:			
Did you graduate?    Yes    No		Degree	
College/University & Location			
Number of Years Completed:			
Did you graduate    Yes    No		Degree	
Graduate/Professional & Location:			
Number of Years Completed:			
Did you graduate    Yes    No		Degree	

**EMPLOYMENT HISTORY** (Please start with your present or most recent employer first.)

Company Name:	Telephone # ( )
Address:	
Job Title:	Name of Supervisor:
Dates Employed From:	To:
Starting Pay:	Ending Pay:
Describe duties performed:	
Reason for Leaving:	

Company Name:	Telephone # ( )
Address:	
Job Title:	Name of Supervisor:
Dates Employed From:	To:
Starting Pay:	Ending Pay:
Describe duties performed:	
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Company Name:	Telephone # ( )
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Address:	
Job Title:	Name of Supervisor:
Dates Employed From:	To:
Starting Pay:	Ending Pay:
Describe duties performed:	
Reason for Leaving:	

*\*Please use additional paper for other work experience.*

Employer(s) you do not want contacted: \_\_\_\_\_

Reason: \_\_\_\_\_

(For ITC Telecom use only.)

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Start Rate: \_\_\_\_\_

HR Signature: \_\_\_\_\_