



16536 Co Hwy 34, Dodge Center, MN  
55927 507-528-2225 Fax 507-528-2210  
www.hodgmandrainage.com

**Personal Information**

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

Street Address: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Have you ever applied for employment with us?

Yes  No If yes, when?: \_\_\_\_\_

**Position Desired**

Title: \_\_\_\_\_

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

Desired Salary: \$ \_\_\_\_\_

Type of employment:  Full-time  Part-time  Seasonal

Availability:  Days  Evenings  Weekends  Holidays

\*Much of our work is performed on weekends, holidays, or extended hours. Work schedules may be subject to change on a weekly basis.

Are you willing to travel?  Yes  No

\*Employees in certain positions may be required to travel on an occasional basis. When required to travel, employees will be away from home one or more nights at a time. If offered a position that requires traveling, are you able to travel with reasonable notice?

**Work Eligibility**

Are you eligible to work in the United States?  Yes  No

Are you 17 or older?  Yes  No

Have you been convicted of or pleaded no contest to a felony within the last five years?  Yes  No

If yes, please explain: \_\_\_\_\_

Have you been convicted of, pleaded guilty to, or pleaded no contest to, an act of dishonesty, or breach of trust or moral turpitude, such as misdemeanor petty theft, burglary, fraud, writing bad checks, and other related crimes within the last five (5) years? \*  Yes  No

If yes, please explain: \_\_\_\_\_

\*Conviction of a crime, or pleading guilty to a criminal charge, will not necessarily disqualify you from the job for which you are applying. Each conviction or plea will be considered with respect to time, job relatedness, and other relevant factors.

Do you have other special training or skills (Licenses, computer software knowledge, machine operation experience, etc.)? \_\_\_\_\_

How did you hear of our organization? \_\_\_\_\_

**Education**

High School: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

# of Years Completed: \_\_\_\_\_ Did You Graduate?  Yes  No

College/Trade School: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Course of Study: \_\_\_\_\_ # of Years Completed: \_\_\_\_\_

Did You Graduate?  Yes  No Degree: \_\_\_\_\_ Certificate: \_\_\_\_\_

**Employment History**

Please give accurate and complete full-time employment record. Start with present or most recent employer. Include military experience if applicable. Please Complete all 3 Positions.

**Position #1**

Company Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Company Phone Number: \_\_\_\_\_ Job Title: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Employed (Month and Year) From: \_\_\_\_\_ To: \_\_\_\_\_ Weekly Pay: \_\_\_\_\_

Describe your work: \_\_\_\_\_

May we contact this employer? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If not, why not? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Position #2**

Company Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Company Phone Number: \_\_\_\_\_ Job Title: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Employed (Month and Year) From: \_\_\_\_\_ To: \_\_\_\_\_ Weekly Pay: \_\_\_\_\_

Describe your work: \_\_\_\_\_

May we contact this employer? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If not, why not? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Position #3**

Company Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Company Phone Number: \_\_\_\_\_ Job Title: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Employed (Month and Year) From: \_\_\_\_\_ To: \_\_\_\_\_ Weekly Pay: \_\_\_\_\_

Describe your work: \_\_\_\_\_

May we contact this employer? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If not, why not? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Conditions of Employment**

Hodgman Drainage Co. Inc. sets high standards for its employees, and compliance with these standards is a condition of employment. If you are offered a position with Hodgman Drainage Co. Inc., you need to carefully consider what we would require of you before you accept.

Following our standards of professionalism

- Arriving on time
- Maintaining a positive, enthusiastic attitude
- Treating coworkers with respect
- Being honest and dedicated in your work
- Completing necessary training requirements
- Following company policies and procedures
- Following directions
- Meeting standards of work quality and quantity
- Accepting a work schedule

Are you willing and able to comply with all the requirements listed? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If your answer is no, or if you have concerns about being able to comply with any of these requirements, please explain:

\_\_\_\_\_

**Agreement of the Transfer of Information**

I declare the information provided by me in this application is true, correct, and complete to the best of my knowledge. I understand that if employed, any falsification, misstatement, or omission of fact in connection with my application, whether on this document or not, may result in immediate termination of employment. I authorize you to verify any and all information provided above.

I acknowledge that employment may be conditional upon successful completion of a substance abuse screening test as part of the Company's pre-employment policy.

I acknowledge that if I become employed, I will be free to terminate my employment at any time for any reason, and that Hodgman Drainage Co. Inc. retains the same rights.

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

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

Office Use: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_