

221 Airport Drive  
Watertown, SD 57201  
(605) 882-2156



1741 Commerce Lane  
Webster, SD 57274  
(605) 345-2522

**APPLICANT INFORMATION**

Name:		Date:	
Are you 18 years of age or older? Yes_____ No_____	SSN: - -	Phone:	
Current address:		Location desired: <b>Watertown</b> _____ <b>Webster</b> _____	
City:	State:	ZIP Code:	
Have you ever been employed here before? ___Yes ___No If yes dates: _____to_____		Referred By:	
Wage Desired:	Shift Desired:	Date Available to begin working:	
How did you hear about the job opening? Job Service_____ Newspaper_____ Other_____			

**EMPLOYMENT HISTORY (MOST RECENT FIRST)**

Employer:		Supervisor:	
Employer address:		Employment From: _____ To _____	
Phone:	May we contact your former employer? Yes_____ No_____	Duties:	
Position:	Salary:		
Reason for leaving:			
What did you like most about the job?		What did you like least?	
Employer:		Supervisor:	
Employer address:		Employment From: _____ To _____	
Phone:	May we contact your former employer? Yes_____ No_____	Duties:	
Position:	Salary:		
Reason for leaving:			
What did you like most about the job?		What did you like least?	
Employer:		Supervisor:	
Employer address:		Employment From: _____ To _____	
Phone:	May we contact your former employer? Yes_____ No_____	Duties:	
Position:	Salary:		
Reason for leaving:			
What did you like most about the job?		What did you like least?	

**EDUCATION HISTORY**

Did you graduate from high school or receive a GED? Yes_____ No_____	Name of Institutions Attended	Grade Completed
High School		
College		

SKILLS		
PRODUCTION SKILLS		OTHER
Maintenance _____		Will you work overtime if required? ____Yes ____No If no, explain
Fabricating Equipment _____		
Inventory _____		Will you be able to meet attendance requirements? ____Yes ____No
Heavy Machinery _____		Job related certifications:
Other (explain) _____		Other (explain) _____
Do you have relatives working at Dakota Tube? Yes ____ No ____ If yes, list names & relationships:		
		In case of emergency, notify: Name: _____ Phone: _____ Relationship: _____
After valid offer of employment can you submit verification of your legal right to work in the U.S.? Yes ____ No ____		
REFERENCES		
Name	Occupation	Phone
<p>During the past ten years have you served a sentence in jail or prison, plead guilty to or been convicted of a felony or gross misdemeanor for which a jail sentence could have been imposed? Yes ____ No ____ You may answer no if the conviction or criminal records have been annulled, sealed, set aside or purged or if you have been pardoned pursuant to the law. If you answered "yes" please attach a separate sheet with explanation. Information coming from this question will not be used to automatically bar you from employment, unless related to the position of employment sought. Answering yes to this question does not constitute an automatic bar to employment. Factors such as the nature of the violation will be taken into account.</p>		
<p>Private data is requested as part of the application process. Social Security numbers are requested to help distinguish your application from other applicants and to make processing more efficient. Failure to provide the information will not cause any adverse action, however upon a job offer the information will be required.</p> <p>If employed, I agree that all material created and produced, all inventions and changes in processes developed during my employment are the exclusive property of Dakota Tube, Inc. To disclose, use or reveal this confidential information may result in disciplinary action up to and including possible discharge.</p> <p>I hereby certify that to the best of my knowledge and belief the answers and statements in this application are correct. I expressly authorize without reservation, the employer, its representatives, employees or agents to contact and obtain information from all reference sources (personal &amp; professional) employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all right and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.</p> <p>I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard. I hereby apply for employment upon the basis that it is strictly at will, and I understand that such employment may be terminated with or without cause at any time.</p>		

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT**

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_