



**BROWNELLS**  
 SELECTION. SERVICE. SATISFACTION.<sup>®</sup>  
 200 S. Front St. Montezuma, IA 50171  
 641-623-5401 • www.brownells.com

# Application For Employment

We consider applicants for all positions without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, marital or veteran status, disability or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application
How Did You Learn About Us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Walk-In <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other _____	

Last Name	First Name	Middle Name
Address	Number	Street
		City
		State
		Zip Code
Telephone Number(s)		Social Security Number

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Have you ever filed an application with us before?  Yes  No  
 If Yes, give date \_\_\_\_\_

Have you ever been employed with us before?  Yes  No  
 If Yes, give date \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes  No  
Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full Time    Part Time    Shift Work    Temporary

Are you currently on "lay-off" status and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

Have you been convicted of a felony within the last 7 years?  Yes  No  
Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain \_\_\_\_\_

# Education

	Elementary School					High School				Undergraduate College/University				Graduate\ Professional			
School Name and Location																	
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree																	
Describe Course of Study																	
Describe any specialized training, apprenticeship, skills, and extra-curricular activities																	
Describe any honors you have received																	
State any additional information you feel may be helpful to us in considering your application																	

Indicate any foreign languages you can speak, read and / or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

**List professional, trade, business or civic activities and offices held.**  
 You may exclude memberships which would reveal gender, sexual orientation, gender identity, race, religion, national origin, age, ancestry, or handicap or other protected status.

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# References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Have you ever had any job-related training in the United States military?  Yes  No

If Yes, please describe \_\_\_\_\_

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Are you able to perform the duties of the job for which you are applying with or without reasonable accommodation?  Yes  No

# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, sexual orientation, gender identity, national origin, handicap or other protected status.

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Numbers(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for Leaving					
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Numbers(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for Leaving					
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Numbers(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for Leaving					
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Numbers(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for Leaving					

If you need additional space, please continue on a separate sheet of paper.

## **Special Skills and Qualifications**

Summarize special job-related skills and qualifications acquired from employment or other experience.

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# Applicant's Statement

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I certify that answers given herein are true and complete to the best of my knowledge.

I authorize Brownells to investigate all statements contained in this application for employment as may be necessary in arriving at an employment decision. In addition, I hereby authorize individuals, companies or institutions to furnish Brownells with any information it may have concerning me which is on record or otherwise, and do hereby release individuals, companies or institutions and all individuals connected therewith from any and all liability whatsoever that might otherwise be incurred in furnishing such information.

This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "*at will*" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "*at will*" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

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Signature of Applicant

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Date

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# Affirmative Action Voluntary Information

Brownells is an EEO/Affirmative Action Employer

Completion of this form is voluntary

In an effort to comply with requirements regarding government record keeping, reporting, and other legal obligations that may apply, we invite you to complete this data survey. Providing this information is **strictly voluntary**. Failure to provide this information will not subject you to any adverse personnel decision or action. Your cooperation is appreciated.  
**PLEASE CHECK ALL APPROPRIATE BOXES BELOW FOR EACH CATEGORY.**

## EMPLOYEE INFORMATION

Name

\_\_\_\_\_ Last

\_\_\_\_\_ First

\_\_\_\_\_ Middle

Position  
Applied  
For

Today's Date: \_\_\_\_\_

Male

Female

## PLEASE INDICATE WHERE YOU LEARNED ABOUT THIS EMPLOYMENT OPPORTUNITY

Newspaper Ad / Job Board:  
Source: \_\_\_\_\_

Employee Referral

Recruiter  
Recruiter: \_\_\_\_\_

State Employment Agency  
Agency: \_\_\_\_\_

Educational Institution  
Name of School: \_\_\_\_\_

Other  
Describe: \_\_\_\_\_

## RACE/ETHNICITY DEFINITIONS

Hispanic/Latino – A person of Cuban, Mexican, Puerto Rican, South Central American, or other Spanish culture origin, regardless of race.

White (not Hispanic or Latino) – Persons having origins in any of the original people of Europe, North Africa, or the Middle East or North America

Black or African American (not Hispanic or Latino) – Persons having origins in any of the Black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (not Hispanic or Latino) – a person having origins in any of the people of Hawaii, Guam, Samoa, or other Pacific Islands

Asian (not Hispanic or Latino) – a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.

American Indian or Alaskan Native (not Hispanic or Latino) – a person having origins in any of the original peoples of North, Central and South America, and who maintains tribal affiliation or community attachment.

Two or More Races (not Hispanic or Latino) – all persons who identify with more than one of the above five races.

## RACE/ETHNICITY CATEGORIES

Hispanic or Latino

White (not Hispanic or Latino)

Black or African American  
(not Hispanic or Latino)

Native Hawaii or Other  
Pacific Islander (not Hispanic  
or Latino)

Asian(not Hispanic or Latino)

American Indian or Alaska Native (not  
Hispanic or Latino)

Two or more races (not  
Hispanic or Latino)