



**PO Box 249  
Hibbing, MN 55746**

## APPLICATION FOR EMPLOYMENT

This form has been designed to comply with federal and state fair employment practice laws prohibiting discrimination.

Hibbing Public Utilities is an Equal Opportunity Employer.

Applications will be kept active for one year. Please notify Human Resources, 218-262-7732, of any changes occurring during that time.

After one year, a revised or new application with resume should be submitted for future consideration.

**INSTRUCTIONS TO APPLICANT:**

Please type or print clearly in ink and fill out this form completely. A copy of your most recent resume must be attached. All information contained in this application will be considered personal and confidential and used only in conjunction with your possible employment.

Name (Last, First, Middle)		Date	
Address (Street)		(City)	(State) (Zip)
Home Phone	Daytime Phone	Email address	
Position Desired			
Date available to begin working	Starting salary desired	Type of employment sought <input type="checkbox"/> Part-time <input type="checkbox"/> Full-time <input type="checkbox"/> Temporary	
Have you ever applied to this Utility before? When?			
List licenses or certificates (including driver's license and class)			
Please use the space below to further describe your skills relevant to the position for which you are applying. Include special training and technical skills.			

<b>EDUCATION</b>				
	Name and Address of School	Course of Study	Completed	Diploma/Degree
Elementary School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>REFERENCES</b>		
Name and Occupation	Address	Phone Number

## EXPERIENCE

- List work history beginning with most recent experience first.
- For positions held more than five years ago, list only length of service and title.
- Are you a veteran of active military service?  Yes  No  
If answered "Yes" you will be required to provide proof of military service (DD214) or similar release from active duty document at time of interview.

If more space is needed, use an additional sheet of paper and attach to this form. Please be sure an up-to-date copy of your resume is attached. Do not write "See Resume" in the employment history space. (If you have ever been employed by the Hibbing Public Utilities, be sure to include that position below)

Name of employer	Street Address, City, State, Zip Code	
Type of Business	Your supervisor's name phone number	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Dates employed (mo./yr.) From: _____ To: _____	Job Title	Part-Time <input type="checkbox"/> Full Time <input type="checkbox"/>
Reason for leaving		
Job duties/accomplishments		

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### IMPORTANT: READ BEFORE SIGNING

"I certify that the information contained in this application is true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and on the attached resume, and release all parties from all liability for any damages that may result."

Date

Applicant's Signature