



2331 Dancing Wind Rd SW, Pine River, MN 56474 - Phone: 218-587-5001 – Email to HR@hugllc.com

**EMPLOYMENT APPLICATION INSTRUCTIONS**

Please complete the application form as thoroughly as possible. **Do not mark your application "see resume."** The information provided in this form will be used to assess your qualifications for positions with HUG/HDT.

**Position(s) Applied For:**

**Referral Source:** Walk-in  Employee Referral  \_\_\_\_\_  
Website  \_\_\_\_\_ College  \_\_\_\_\_ Newspaper  \_\_\_\_\_  
Community Agency  \_\_\_\_\_ Other  \_\_\_\_\_

Interested in (check all that apply)  Full Time  Reg. Part Time  Summer/Seasonal  Temp/On Call Pool

**EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of Hunt Utilities Group, LLC to provide equal employment opportunity for all, without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, and status with regard to public assistance, disability, sexual orientation, age or other protected status.

**PERSONAL INFORMATION**

**Name:** \_\_\_\_\_  
*First Last MI*

**Address:** \_\_\_\_\_  
*Street City State Zip*

**Daytime Contact #:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

Are you legally eligible for employment in the U.S.?  Yes  No

If hired, can you furnish proof of age?  Yes  No

Please note that hire is subject to age verification (for purposes of compliance with State child labor laws/standards)

Desired salary \_\_\_\_\_ Are you presently or have you previously been employed by us?  Yes  No

List all other name(s) under which your employment or educational records can be found: \_\_\_\_\_

**EDUCATIONAL INFORMATION**

Name and location of school, college, university and/or technical schools	Graduate (Yes/No)	Date of Post-Secondary Graduation	Major/minor or study area	Degree Received
High School -		N/A		

**EMPLOYMENT HISTORY**

*Please provide your 3 most recent employment experiences. List your present or most recent experience first.*

Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Employed From \_\_\_\_\_ to \_\_\_\_\_  
(Mo/Yr.) (Mo/Yr.)

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

Your Title: \_\_\_\_\_ Supervisor's Name & Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Summary of Responsibilities:

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Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Employed From \_\_\_\_\_ to \_\_\_\_\_  
(Mo/Yr.) (Mo/Yr.)

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

Your Title: \_\_\_\_\_ Supervisor's Name & Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Summary of Responsibilities:

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Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Employed From \_\_\_\_\_ to \_\_\_\_\_  
(Mo/Yr.) (Mo/Yr.)

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

Your Title: \_\_\_\_\_ Supervisor's Name & Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Summary of Responsibilities:

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**VOLUNTEER/UNPAID OR OTHER WORK EXPERIENCE**

Name of Organization	Work Performed	# Hrs/Wk	From	To
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**SKILLS, TRAINING, CERTIFICATIONS AND/OR ADDITIONAL EXPERIENCE**

Describe knowledge, skills, abilities, attributes, licenses, certifications, training or other experiences related to position(s) of interest; list any applicable equipment that you have been trained on and licensed/able to operate.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROFESSIONAL REFERENCES**

Name: \_\_\_\_\_ Address/email: \_\_\_\_\_  
 Daytime Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Address/email: \_\_\_\_\_  
 Daytime Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Address/email: \_\_\_\_\_  
 Daytime Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

\_\_\_\_\_

I understand that the information on this Application has been requested for the purpose of evaluating my qualifications for employment and that this document, or any item discussed regarding employment, does not constitute a contract or promise of employment. I affirm that the information provided in my application, resume, and interview is true and correct to the best of my knowledge. I authorize **Hunt Utilities Group, LLC** to verify the information contained in my application and information I provided in the interview. I understand that misrepresentation or omission of information in connection with my application, resume, and/or interview may result in rejection of my application or dismissal whenever discovered.

I understand and agree that any offer of employment is contingent upon my satisfactory completion of **Hunt Utilities Group, LLC** pre-employment requirements which may include, but are not limited to: verification of current work authorization in the United States, background checks, work history and reference verification, job-related health assessment and any other pre-employment requirements.

By signing below, I am affirming my understanding and acknowledgment of support in all items addressed in this document. I further understand that if I am hired by **Hunt Utilities Group, LLC**, my employment will be “at will”, which means that either **Hunt Utilities Group, LLC** or I may terminate the employment relationship at any time for any reason.

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

Print Name \_\_\_\_\_