



**APPLICANT INFORMATION**

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital, or veteran status, the presence of non-job related medical condition or disability, or any other legally protected status.

First Name	M.I.	Last Name	Date
Street Address			Apartment/Unit #
City	State	ZIP	
Primary Phone	Secondary Phone		
Email Address			
Position Applied For (You must submit a separate application for each position you would like to be considered for.)			Desired Minimum Salary
Do you prefer	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	# of Hours Preferred	Date Available
How did you Learn about us?	<input type="checkbox"/> Newspaper Advertisement <input type="checkbox"/> Employment Agency <input type="checkbox"/> Walk- In <input type="checkbox"/> Referral Name: _____ <input type="checkbox"/> Online Ad: SiouxFallsHelpwanted.com <input type="checkbox"/> Online Ad: Argus Leader/Careerbuilder <input type="checkbox"/> Online Ad: Keloland.com <input type="checkbox"/> Online Ad: Other _____		
Do you presently have relatives working for us?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, give name _____ and relation _____
Are you 18 years of age or older?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you ever worked for this company previously?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
			Who was your supervisor?
Have you ever been convicted of any crime involving dishonesty or breach of trust such as theft or falsification? (A conviction will not necessarily disqualify you from the position)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain
Have you been convicted of any felony within the past 5 years? (A conviction will not necessarily disqualify you from the position)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please explain

Can you, upon employment, provide proof establishing your identity and eligibility to work in the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you ever been discharged or asked to resign from a position?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please explain
Do you have another job that you would like to keep if employed by Generation Direct?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please explain

HOURS AVAILABLE	24/7	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	FROM:							
	TO:							

### EDUCATION

High School Attended	Address	
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	
College Attended	Address	
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	
College Attended	Address	
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	

### LICENSES / CERTIFICATIONS

License/ Certificate	Issued by
License/Certification Number:	Date Issued

### SECOND LANGUAGES

Language(s)	<input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Speak
-------------	---

### PREVIOUS EMPLOYMENT

**PLEASE LIST YOUR CURRENT OR MOST RECENT EMPLOYMENT FIRST AND PREVIOUS EMPLOYMENT THERAFTER. PLEASE COMPLETE THIS SECTION EVEN IF YOU CHOOSE TO ATTACH A RESUME.**

Company	Phone ( )	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

<b>Company</b>		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
<b>Company</b>		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

<b>Company</b>		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
<b>Company</b>		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

<b>Company</b>		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
<b>REFERENCES</b> PLEASE LIST THREE PROFESSIONAL REFERENCES.			
<b>Full Name</b>		Relationship	
Company		Phone ( )	
<b>Full Name</b>		Relationship	
Company		Phone ( )	
<b>Full Name</b>		Relationship	
Company		Phone ( )	
<b>DISCLAIMER AND SIGNATURE</b>			
I understand that an inquiry may be made during the processing of my employment application and that the inquiry may include but not be limited to: academic background check, employment background check, criminal background check, and character references. Any misleading or incorrect statements may render the application void and would be cause for immediate dismissal in the event of employment. I hereby authorize previous employers and references listed above to release reference information to Generation Direct. Any copy of this signed authorization shall have the full force of the original. I understand and agree that if hired, my employment will be on an at-will basis and may be terminated at any time by either party with or without cause.			
Signature		Date	

Please submit your completed application to [hrdept@generationdirect.com](mailto:hrdept@generationdirect.com) or by fax at (605-965-4301). You can also mail your application or drop it off in person:

GENERATION DIRECT  
ATTENTION: HUMAN RESOURCES  
1520 N Industrial Ave  
Sioux Falls, SD 57104