



# Employment Application

Union Storage and Transfer Company - Fargo, ND

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: ( ) \_\_\_\_\_ Alternate Phone ( ) \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_ Are you 18 years of age or older?  Yes  No

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.?  Yes  No

Have you ever worked for this company? YES  NO  If so, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain date and circumstances: \_\_\_\_\_

Seeking:  Full Time  Part Time  Other (Explain) \_\_\_\_\_

Desired Shift  Days Only  Afternoons /evenings  Any

Days and number of hours available to work: \_\_\_\_\_

If employment is offered, are you willing to subject to a pre-employment physical and drug screening?  Yes  No

How will you get to work each day?  Own Vehicle  Family / Friends  Other

Do you have a clean living record?  Yes  No If not Explain: \_\_\_\_\_

Do you have a valid driver's license?  Yes  No license class / endorsements \_\_\_\_\_

Do you have any friends or relatives employed at Union Storage?  Yes  No

If so, whom? \_\_\_\_\_

## Education History

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

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

Other Qualifications or experience: (Explain)

**References**

Please list three **professional** references – Excluding Friends and relatives

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

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

**Previous Employment - 4 years history minimum, starting with the most recent employment.  
\*\*\*\*Be sure to answer all questions for each previous employer\*\*\*\***

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 NO

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 NO

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 NO

**Previous Employment (Cont.) - 4 years history minimum, starting with the most recent employment.**  
**\*\*\*\*Be sure to answer all questions for each previous employer\*\*\*\***

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      NO  
        

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      NO  
        

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      NO  
        

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      NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Disclaimer and Signature**

**Applicant should carefully read and understand the following agreement and certification before signing.**

*I certify that all the information that I have given here is true and complete. I agree that if I have not told the truth, or if I have tried to mislead Union Storage and Transfer Co., that will be enough reason not to hire me, or if I have been hired, to fire me.*

*I understand that Union Storage and Transfer Co. will check my references, background and driving record, and whether or not I am considered for a job depends on the results of that check.*

*I authorize the company to use this application to check my background and references. I also authorize any of my prior employers, any of my references, and any other person to answer questions about my ability, my character, my reputation, and my previous employment record. I release all of these people from any liability on account of having given this information.*

*I understand that my filling out this application does not mean that Union Storage and Transfer Co. has any jobs open, and does not obligate the company to find a job for me. Furthermore I understand that if I am hired, there is no guarantee that the company will continue to employ me. Instead, the company has the right to terminate my employment at any time, just as I have the right to quit. I understand that unless specifically noted in another contract that the no employment contract exists between the company and me.*

*I understand that policies and rules that the company has are not guaranteed, and that the company may change its policies and rules at any time.*

*I also understand that this application will be kept on file for thirty days from the date I completed it. If I am not hired in that time, and still wish to be considered for employment, I will have to reapply.*

*Union Storage and Transfer Co. is an equal opportunity employer. We do not discriminate against any person because of race, religion, color, national origin, sex, age, or any other legally protected status. Furthermore, we do not discriminate against any qualified person because of physical or mental disability that can be reasonably accommodated. Applicants and employees with disabilities may request an accommodation of their disability by notifying us of the need for accommodation.*

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

*At a minimum to be considered for employment, complete and forward this application; additionally include a résumé if desired.*

Human Resource  
C/O Union Storage and Transfer  
4275 Main Ave  
Fargo, ND 58103

Alternatively, this form may be forwarded to [humanresource@unionstorage.com](mailto:humanresource@unionstorage.com)