



**Tecton Products - Fargo**

4401 - 15th Avenue NW  
Fargo, North Dakota 58102

**Tecton Products - Roanoke**

5415 Corporate Circle  
Salem, Virginia 24153

**APPLICATION FOR EMPLOYMENT**

**PERSONAL INFORMATION**

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

Name: \_\_\_\_\_  
*Last First Middle*

Current Address: \_\_\_\_\_  
*Street/PO Box City State Zip*

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Which location are you applying for? *(please circle one)*      **Fargo**      **Roanoke/Salem**

Name of person completing applicaton, if different from above: \_\_\_\_\_

Have you ever applied at Tecton before?      **Yes**      **No**      *If yes, when?* \_\_\_\_\_

Can you provide proof, if hired, that you are eligible to work in the United States?      **Yes**      **No**

Are you 18 years of age or older?      **Yes**      **No**

If hired, do you have reliable means of transportation to get to work?      **Yes**      **No**

If hired, on what date would you be available to begin work? \_\_\_\_\_

Type of work/position sought (be specific): \_\_\_\_\_

*If applying for shift work, please circle preference:*      **DAYS (6:30 am to 6:45 pm)** - OR - **NIGHTS (6:30 pm to 6:45 am)**  
*Night hours offer a starting pay differential of \$1.00 / hour*

Type of work sought:      **Full-time**      **Part-time**      **Temporary**      **Seasonal**

Will you work overtime if required or asked?      **Yes**      **No**

Salary/Wage Expected: \_\_\_\_\_

## EDUCATION

	School Name Address & Zip Code	Years Completed	GPA	Did You Graduate?		Area of Study
				Yes	No	
High School/GED						
College						
Post Graduate						
Business or Trade						

## WORK HISTORY

List present or most recent employer first.

Dates		Employer Name	Supervisor's Name & Phone Number	Rate of Pay		Reason for Leaving or Wanting to Leave
From	To			Start	Finish	
Describe your duties...be specific						
If presently employed, may we contact your current employer?				<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Dates		Employer Name	Supervisor's Name & Phone Number	Rate of Pay		Reason for Leaving
From	To			Start	Finish	
Describe your duties...be specific						

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From	To			Start	Finish	
Describe your duties...be specific						

**PROFESSIONAL REFERENCES**

*Do not list former employers or relatives.*

Name and Employer/Occupation	Phone Number and Address	How do You Know One Another?
		Email Address

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**Have you ever been convicted of a crime, other than a minor traffic violation?**

**YES**
 **NO**

If YES, please list all convictions, including type (i.e. felony, misdemeanor) and date of conviction.  
*Convictions are not an absolute bar to employment but will be considered in relationship to job requirements.*

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Please feel free to use the space below to summarize any additional information which may better describe your qualifications. Include any certificates or licenses you hold, and/or relevant training.

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**Please be sure you have completed this application in its entirety. Your opportunity for employment with Tecton Products, LLC will depend upon the *completeness and accuracy* you supply here. You will be considered for employment for a period of 60-days following the date of this application or unless you have been notified otherwise.**

**We are an equal opportunity employer. It is our policy to abide by all federal, state, and local laws concerning discrimination in employment. No question in the application is intended to elicit information obtained in violation of any such law nor will any information obtained in response to any question be used in violation of any such law.**

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## **APPLICANT'S STATEMENT**

I certify that answers given herein are true and complete.

I authorize Tecton Products, LLC to make any investigation of my personal or employment history and authorize any former employer, person, firm, corporation, or government agency to give Tecton Products any information they have regarding me. In consideration of Tecton Products' review of this application, I release Tecton Products and all providers of information from any liability as a result of furnishing and receiving this information.

I hereby understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with Tecton Products is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the 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 conduct unless such change is specifically acknowledged in writing by an executive of Tecton Products.

If offered a position with Tecton Products, I understand that the offer is contingent upon the passing of a pre-employment, company-provided physical and drug screen.

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/regulations of Tecton Products.

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*Signature of Applicant*

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*Date*

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### ***Please let us know how you heard about Tecton Products?***

Friend? _____	Friend's Name: _____
Employee? _____	Employee's Name: _____
Internet? _____	Name of Website: _____
Newspaper? _____	Name of Newspaper: _____
Other? _____	
_____	
_____	