

Applicant's Name

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Last

First

Middle Initial



# APPLICATION FOR EMPLOYMENT

CHS Inc. is an Equal Employment Opportunity Employer. It is the policy of CHS Inc. to recruit, hire, train, compensate and promote without unlawful discrimination as to race, religion, sex, age, national origin, citizenship, disability, or any other category that is protected by applicable federal, state or local law. It is the intent of CHS Inc. to comply with all applicable equal opportunity and affirmative action laws, directives, regulations of federal, state and local governing bodies and agencies.

**CHS Inc.**  
**5500 Cenex Drive λ Inver Grove Heights λ Minnesota 55077**

WEB ADDRESS: [www.chsinc.com](http://www.chsinc.com)

**TO THE APPLICANT:**

This is a pre-employment questionnaire to help us make our hiring decisions. For this reason, it is important that you fill out the application completely and truthfully.

**Please answer only those questions that are asked within this application. Any additional information that you provide that is not requested will not be considered and may void this application.**

If you receive an offer of employment, it may be conditioned upon testing for use of illegal drugs and a background investigation.

**PERSONAL DATA**

NAME (first, middle, last)		PREFERRED FIRST NAME	TODAY'S DATE
SOCIAL SECURITY NUMBER - -	TELEPHONE NUMBER ( )	ALTERNATE NUMBER ( )	ARE YOU UNDER 18 YEARS OF AGE? <input type="checkbox"/> Yes <input type="checkbox"/> No
PRESENT ADDRESS		CITY/STATE	ZIP
PERMANENT ADDRESS		CITY/STATE	ZIP

POSITION DESIRED		ARE YOU AUTHORIZED AND CAN YOU PROVIDE VERIFICATION OF YOUR RIGHT TO WORK IN THE UNITED STATES? <input type="checkbox"/> Yes <input type="checkbox"/> No
DATE AVAILABLE TO START WORK	STARTING WAGE DESIRED	HAVE YOU APPLIED AT CHS Inc. BEFORE? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?
ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	CAN YOU TRAVEL, IF REQUIRED? <input type="checkbox"/> Yes <input type="checkbox"/> No	HAVE YOU PREVIOUSLY WORKED AT CHS Inc.? If, yes, when and where? <input type="checkbox"/> Yes <input type="checkbox"/> No
INDICATE THE TYPE OF EMPLOYMENT DESIRED <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Rotating Shifts <input type="checkbox"/> Weekend <input type="checkbox"/> Summer		

**Check each of the following in which you have experience and operating skill:**

**Indicate Skill Level as: L (limited) I (intermediate) P (proficient)**

COMPUTER			MISCELLANEOUS	SKILL
SYSTEM /HARDWARE	SOFTWARE	SKILL	<input type="checkbox"/> Ten-key/calculator	
			<input type="checkbox"/> Dictaphone	
			<input type="checkbox"/> CRT/Data Entry	
			<input type="checkbox"/> Switchboard	
			<input type="checkbox"/> Shorthand _____ wpm	
			<input type="checkbox"/> Typing _____ wpm	

Do you have any other experience, skills or qualifications (including special study, research or training) which you feel would benefit CHS? If so, please explain.
Do you have any mechanical experience or experience in a skilled trade? If so, please explain.



## EDUCATION

Circle highest year of school completed in each category.	<b>HIGH SCHOOL</b> 9 10 11 12	<b>COLLEGE/UNIVERSITY</b>	<b>GRADUATE SCHOOL</b> 1 2 3 4 5				
<b>Name of School (city/state)</b>	<b>Major Studies</b>	<b>Did you graduate? Yes or No</b>	<b>Degree/ Major</b>	<b>Cumulative GPA (A = 4.0)</b>			
High School							
Business, Trade or Correspondence							
College (undergraduate)							
College (undergraduate)							
Graduate School							
SCHOLASTIC HONORS, SCHOLARSHIPS, ASSISTANTSHIPS, ETC.							
ARE YOU CURRENTLY ATTENDING SCHOOL?							
<input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, where?							
IF FOREIGN LANGUAGE IS LISTED ON THE JOB DESCRIPTION, PLEASE DESCRIBE YOUR FOREIGN LANGUAGE SKILLS:							

## EMPLOYMENT HISTORY

MAY WE CONTACT YOUR PRESENT EMPLOYER FOR VERIFICATION?	MAY WE CONTACT YOU AT YOUR PLACE OF BUSINESS?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No    Telephone (    ) _____

Please provide the following information concerning your previous employers for the past five (5) years (start with the most recent and work backward).

DATES/SALARY	1. Full name of employer 2. Street address 3. City, State, Zip Code	4. Type of business 5. Position title 6. Name of Supervisor/Telephone	DESCRIBE MAJOR RESPONSIBILITIES	
<b>FROM</b> (month/year)	1.			<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary
	2.			
	3.			
<b>TO</b> (month/year)	4.			
	5.			
	6.			
<b>Ending Salary</b>	<b>REASON FOR LEAVING</b>			
<b>FROM</b> (month/year)	1.			<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary
	2.			
	3.			
<b>TO</b> (month/year)	4.			
	5.			
	6.			
<b>Ending Salary</b>	<b>REASON FOR LEAVING</b>			



DATES/SALARY	1. Full name of employer 2. Street address 3. City, State, Zip Code	4. Type of business 5. Position title 6. Name of Supervisor/Telephone	DESCRIBE MAJOR RESPONSIBILITIES	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary
	FROM (month/year)	1. 2. 3.		
TO (month/year)	4. 5. 6.			
Ending Salary	REASON FOR LEAVING			

### BUSINESS/PROFESSIONAL REFERENCES

NAME	TITLE	COMPANY	TELEPHONE NUMBER

### OTHER PERSONAL HISTORY

Have you ever been convicted of a crime, excluding summary offenses, sealed convictions, and convictions which have been expunged, in the past seven (7) years? \*(See below)     Yes     No

Conviction of a crime will not necessarily disqualify you from employment. Factors such as the age and time of the offense, seriousness and nature of the violation, and rehabilitation will be considered when making employment decisions.

*\* Applicants in Ohio need not disclose misdemeanor convictions.  
Applicants in Colorado need not disclose information pertaining to sealed convictions.  
Applicants in Georgia need not disclose information pertaining to "first offender discharge."*

If your answer is "yes", please explain the circumstances surrounding such offense, including place, date, name of court, etc.

### UNDERSTANDING REGARDING CONDITIONS OF EMPLOYMENT

I certify that the facts contained in this application are true and correct to the best of my knowledge and I understand that, if I am employed, false or concealed statements on this application shall be grounds for dismissal, no matter when discovered.

I understand that this employment application is valid for the position applied for at the present and that CHS Inc. is not obligated to retain or consider this application for future openings.

**I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time for any reason or no reason at all, without prior notice.** I also understand that no representative of CHS Inc. other than an officer of CHS has the authority to enter into any agreement to the contrary, and then only if such agreement is in a written and signed document.

I understand that this application does not guarantee a current job opening and does not obligate CHS Inc. to hire me.

I understand that, if hired, I will be required to furnish proof of identity and right to work in the United States. An employee's failure to provide a valid Social Security Number for wage report purposes may result in personnel action up to and including termination.

SIGNATURE	DATE
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