



Highwater Ethanol, LLC
 24500 U.S. Highway 14 - PO Box 96
 Lamberton, MN 56152
 Telephone: 507-752-6160 Fax: 507-752-6162

Application for Employment

Today's Date: _____

Name:	_____	Last	First	MI
Address:	_____	City:	State/Zip:	
Daytime Phone:	_____	Evening Phone:	_____	
E-mail Address:	_____			

Position Informaton

Position(s) Desired: _____	Desired Salary: _____
Willing to Work:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Shift Work
If the position requires, are you available for overtime?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you willing to relocate?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Education Information

High School:	_____	Name & Location
Years Completed:	_____	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No
College/University:	_____	
	Name & Location	
Degree Earned?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, years completed: _____
Major:	_____	Minor: _____
Gradute Studies:	_____	
	Name & Location	
Degree Earned?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, years completed: _____
Describe any specialized Training or Skills which may be relevant: _____		

Special Skills or Training

<input type="checkbox"/> Typing	WPM _____
<input type="checkbox"/> Lab Experience	_____
<input type="checkbox"/> Grain/Agriculture Experience	
<input type="checkbox"/> Welding	Type of Welding: _____
<input type="checkbox"/> Mechanical Experience	
<input type="checkbox"/> Other Special Skills:	_____
Computer & Software Used: _____	

Employment History

Are you currently employed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
May we contact your most recent/current employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Complete the following section in detail, most recent employer or current employer first (include service in the Armed Forces of the United States, part-time, summer employment, self employment, volunteer or temporary employment if applicable). It is not necessary to go back beyond 10 years.		
Most Recent/Current Employer: _____		
Address:	_____	Phone #: _____
City	State	Zip
Supervisor:	_____	Your Position: _____
Position Description: _____		
Dates Employed:	_____ to _____	Reason for Leaving: _____
Month & Yr	Month & Yr	
Starting Salary/Hourly Rate:	_____	Ending Salary/Hourly Rate: _____
Previous Employer: _____		
Address:	_____	Phone #: _____
City	State	Zip
Supervisor:	_____	Your Position: _____
Position Description: _____		
Dates Employed:	_____ to _____	Reason for Leaving: _____
Month & Yr	Month & Yr	
Starting Salary/Hourly Rate:	_____	Ending Salary/Hourly Rate: _____
Previous Employer: _____		
Address:	_____	Phone #: _____
City	State	Zip
Supervisor:	_____	Your Position: _____
Position Description: _____		
Dates Employed:	_____ to _____	Reason for Leaving: _____
Month & Yr	Month & Yr	
Starting Salary/Hourly Rate:	_____	Ending Salary/Hourly Rate: _____
Previous Employer: _____		
Address:	_____	Phone #: _____
City	State	Zip
Supervisor:	_____	Your Position: _____
Position Description: _____		
Dates Employed:	_____ to _____	Reason for Leaving: _____
Month & Yr	Month & Yr	
Starting Salary/Hourly Rate:	_____	Ending Salary/Hourly Rate: _____
List any professional, trade, business and civic or volunteer activities and any offices held. (You may exclude memberships which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status):		

General Information

Do you have any relatives that are currently employed by Highwater Ethanol including employees, Board of Governors, etc . . .	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
If Yes: With whom and what is your relationship? _____					
If employment is offered, are you able to provide proof of the legal right to work in the U.S. after being hired?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Within the last 10 years, have you been convicted of a felony or released from prison? (Conviction of a crime does not necessarily disqualify you from employment.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
If yes, (if the answer is yes, it does not necessarily disqualify you), explain the nature of the offense and the date: _____					
Are you under the age of 18?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
How did you hear about Highwater Ethanol, LLC?	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Radio	<input type="checkbox"/> Walk In	<input type="checkbox"/> Internet	<input type="checkbox"/> Other

Professional References

Please provide the names and business telephone numbers of people who are familiar with your work experience and technical competence in the field for which you are applying. We prefer professional/technical associates and/or past supervisors with who you have worked. By providing reference information you are giving Highwater Ethanol, LLC permission to contact these people.

Name: _____	Title: _____
Business Telephone: _____	Employer: _____
Professional Relationship: _____	Years Associated: _____
Name: _____	Title: _____
Business Telephone: _____	Employer: _____
Professional Relationship: _____	Years Associated: _____
Name: _____	Title: _____
Business Telephone: _____	Employer: _____
Professional Relationship: _____	Years Associated: _____

Please read the following carefully before submitting this application:

By placing my signature on this Employment Application, I verify that all of the information that I have provided on this document is true and accurate as of _____. I understand that by providing false information on this application I have forfeited my possible employment with HWE and that I may be terminated if my failure to provide truthful information is discovered after I have begun my employment. Moreover, by signing this Employment Application I authorize HE to contact my past employers, the education institutions I attended, and/or my references to investigate my background. I further authorize HE to communicate the information contained within this Employment Application to third-parties. Finally, I understand that this Employment Application is the property of HE and that if I am hired a copy of this document will be retained in my personnel file.

Applicant Signature: _____	Date: _____
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