



Granite Falls Energy, LLC
 15045 Highway 23 SE • PO Box 216
 Granite Falls, MN 56241-0216
 Telephone: 320-564-3100 Fax: 320-564-3190

Application for Employment

Today's Date: _____

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

Position Information			
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:	_____		
Graduate 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 Number: _____
(City, State, Zip)	
Supervisor's Name: _____	
Your Position: _____	
Position Description: _____	
Dates Employed: _____	To _____ Reason for Leaving: _____
Month/Yr.	Month/Yr.
Starting Salary/Hourly Rate: _____	Ending Salary/Hourly Rate: _____
Most Recent/Current Employer:	
Address: _____	Phone Number: _____
(City, State, Zip)	
Supervisor's Name: _____	
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 Number: _____
(City, State, Zip)	
Supervisor's Name: _____	
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 Number: _____
(City, State, Zip)	
Supervisor's Name: _____	
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 Granite Falls Energy including employees, Board of Governors, ect.... Yes 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? Yes No

Are you under the age of 18? Yes No

How did you hear about Granite Falls Energy, LLC?

Newspaper Radio Walk In Internet 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 the Granite Falls Energy, 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 GFE 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 GFE to contact my past employers, the education institutions I attended, and/or my references to investigate my background. I further authorize GFE to communicate the information contained within this Employment Application to third-parties. Finally, I understand that this Employment Application is the property of GFE and that if I am hired a copy of this document will be retained in my personnel file.

Applicant Signature: _____

Date: _____