



5101 Olson Memorial Hwy., Suite 3000  
Golden Valley, MN 55422

**APPLICATION FOR EMPLOYMENT**  
**PRINT CLEARLY. COMPLETE ALL ITEMS USING A BALL-POINT PEN.**

Legal Name: Last: \_\_\_\_\_ First \_\_\_\_\_ MI: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Date Available: \_\_\_\_\_

Address: Street: \_\_\_\_\_ Apt./Suite No.: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone No.: (\_\_\_\_) \_\_\_\_\_ Work Phone No.: (\_\_\_\_) \_\_\_\_\_

Are you 18 years of age or older? \_\_\_\_ Yes \_\_\_\_ No Do you have the legal right to work in the United States? \_\_\_\_ Yes \_\_\_\_ No  
*(To be hired, proper I-9 Employment Eligibility Verification will be required.)*

Name & Location of School	No. of Years Completed	Degree or Diploma
High	_____	_____
Tech	_____	_____
College	_____	_____

Position Applied For \_\_\_\_\_

Have you ever worked for Dacon Technical Staffing or its affiliated companies?  
If yes, please circle the company or companies for which you have worked.

Dacon Engineering      Spectrum Staffing

When? \_\_\_\_\_ to \_\_\_\_\_

Last Location: \_\_\_\_\_ Last Position: \_\_\_\_\_

**I am available to work:**

Contract to Direct     Direct

Full time     Part time

Shifts     1<sup>st</sup>     2<sup>nd</sup>     3<sup>rd</sup>

Have you ever been convicted of a felony? \_\_\_\_ Yes \_\_\_\_ No If yes, when? \_\_\_\_\_  
(A conviction will not necessarily disqualify you from employment.) To help us evaluate your application, please describe the nature of the felony and your subsequent rehabilitation.

Are you a US Veteran? \_\_\_\_ Yes \_\_\_\_ No

**EMPLOYMENT HISTORY (List your current or most recent employer first)**

**Name and Address of Employer:** \_\_\_\_\_

POSITION/TITLE \_\_\_\_\_ DATES OF EMPLOYMENT: \_\_\_\_\_ TO \_\_\_\_\_ SALARY:\$ \_\_\_\_\_

REASON LEFT: \_\_\_\_\_

DESCRIPTION OF JOB DUTIES: \_\_\_\_\_

**Name and Address of Employer:** \_\_\_\_\_

POSITION/TITLE \_\_\_\_\_ DATES OF EMPLOYMENT: \_\_\_\_\_ TO \_\_\_\_\_ SALARY:\$ \_\_\_\_\_

REASON LEFT: \_\_\_\_\_

DESCRIPTION OF JOB DUTIES: \_\_\_\_\_

**Name and Address of Employer:** \_\_\_\_\_

POSITION/TITLE \_\_\_\_\_ DATES OF EMPLOYMENT: \_\_\_\_\_ TO \_\_\_\_\_ SALARY:\$ \_\_\_\_\_

REASON LEFT: \_\_\_\_\_

DESCRIPTION OF JOB DUTIES: \_\_\_\_\_

Explain any gaps in employment of 3 months or more: \_\_\_\_\_

## AGREEMENT

I certify that all of my answers in this Employment Application are true and complete and may be relied upon by Dacon Technical Staffing. I understand that this Application will remain active for ninety (90) days. At the conclusion of that time, if I have not heard from Employer, and I still wish to be considered for employment, then it will be necessary to fill out a new Application.

I understand that any false or misleading answer(s) in this Employment Application or any other pre-employment inquiry will be grounds for rejection of my application, or immediate termination if I have become employed.

I authorize the Company to investigate and verify my answers and I give the Company permission to contact previous employers, schools, references, and others in its investigation. I release both the Company and the party providing the information from any liability for this purpose.

The Company provides its employees a DRUG FREE WORKPLACE, and I understand that the Company may require drug and alcohol testing as a condition of employment, or as a condition of continued employment, subject to application federal and state laws, and I consent to any such testing.

If employed, I will comply with all Company policies and rules found in any employee handbook, Company policy manual, or other communications from the Company.

I understand that the terms and conditions of my employment can be changed with or without cause, at any time by the Company, and that my employment may be ended at any time, for any reason, by the Company or by me.

I agree not to use or disclose outside my employment with the Company, any confidential information, trade secrets, or proprietary information, whatsoever its form, obtained in connection with my employment with the Company.

In connection with your application for employment with Dacon, your social security number will be verified. Dacon also may obtain a background report about you, which may include, but is not limited to, information regarding your credit standing, driving record, history of criminal convictions, personal characteristics and general reputation.

**I voluntarily and knowingly authorize, for employment purposes only, Dacon and its subsidiaries (collectively "Spectrum Staffing") to verify my social security number. I also voluntarily and knowingly authorize, for employment purposes only, Dacon to have NAME OF BACKGROUND CHECK COMPANY, or another Consumer Reporting Agency, obtain a background report which may include, but is not limited to, information regarding my credit standing, driving record, history of criminal convictions, personal characteristics and general reputation.**

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### Conceal and Carry Policy

**All Dacon Technical Staffing employees are prohibited from carrying and possessing concealed weapons while acting as an agent of Dacon Technical Staffing or while on Dacon premises for any reason. This policy specifically states that, "there is no business reason for employees to carry weapons on the Dacon office premises or on client site properties at any time". Violations of this policy will result in disciplinary action up to and including termination.**

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**I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE STATEMENTS:**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DACON TECHNICAL STAFFING IS AN EQUAL OPPORTUNITY EMPLOYER THAT DOES NOT DISCRIMINATE BECAUSE OF SEX, AGE, RACE, COLOR, RELIGIOUS CREED, MARITAL OR VETERAN STATUS, CITIZENSHIP, NATIONAL ORIGIN ANCESTRY, SEXUAL ORIENTATION, HANDICAP OR DISABILITY, OBLIGATION TO SERVE IN THE ARMED FORCES OF THE U.S. OR ANY OTHER CHARACTERISTIC PROTECTED BY APPLICABLE FEDERAL, STATE OR LOCAL LAWS.**