



An Equal Opportunity Employer

It is our policy to provide equal employment opportunity to all individuals. We are committed to insuring that all recruiting, hiring, training, promotion, compensation, and other employment related programs are provided fairly to all persons on an equal opportunity basis, regardless of race, color, creed, religion, national origin, gender, age, marital status, genetic background, disability, pregnancy, public assistance, familial status, human rights commission activity and sexual orientation. These are protected classes under the MN Human Rights Act. Applicants for employment who believe they have been discriminated against have the right to notify the Equal Employment Opportunity Commission, 1801 L Street, NW, Washington DC 20507.

All personnel actions such as recruitment, compensation, benefits, transfers, training, and participation in social and recreational programs are administered without regard to any characteristic protected by state, federal or local law. Applicants will not be subjected to harassment, intimidation, threats, retaliation, coercion or discrimination because they have exercised any right protected by law.

I understand that by Halstad Telephone Company (“HTC”) accepting my application is in no way making a promise of employment. I understand that if I am hired, my employment is founded on the employment-at-will principle meaning that I as well as HTC are able to terminate employment at any time without just cause. In addition, I understand that by applying at HTC I am not guaranteed employment and that all applications are given equal and fair consideration.

I authorize any school, previous employer, or reference disclosed in my cover letter, resume, application or interview to provide information about my performance or persona. I also unconditionally, release such school, previous employer, or reference disclosed from any and all liability for furnishing such information.

HTC reserves the right to conduct a background investigation as a condition of employment. In addition, I consent to undergo testing for commonly abused controlled substances. I understand that if I test positive on a drug screening, any offer of employment could be revoked.

BY SIGNING BELOW I UNDERSTAND THAT I HAVE READ, FULLY UNDERSTAND, AND ACCEPT ALL TERMS.

Signature of Applicant

Date



EDUCATIONAL RECORD

School (City & State)	Years Attended	Degree Completed	GPA	Major/Minor

REFERENCES

Please list three known business, school or work references that are not related to you.

Name	Title	Relationship to You	Telephone	Years Known

I certify that all information I have provided in order to apply for and secure work with HTC is true, complete and correct.

I authorize HTC and/or its affiliates to investigate all statements contained in this application for employment as these are necessary to arrive at a hiring decision. I understand that this application is not and is not intended to be a contract of employment. In addition, I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) eliminate me from further consideration for employment, or (2) may result in my immediate discharge from the employer's service, whenever it is discovered.

BY SIGNING BELOW I HAVE READ, FULLY UNDERSTAND, AND ACCEPT ALL TERMS OF THE FOREGOING APPLICATION STATEMENT.

Signature of Applicant

Date