Submit by email Print Form

COLD SPRING GRANITE®

A better way.®

APPLICATION FOR EMPLOYMENT

Date: _____

Name _____

Position(s) Applied for: _____

_____

_____

www.coldspringgranite.com

Date _____20_____

APPLICATION FOR EMPLOYMENT

We sincerely appreciate your interest in seeking employment with us. The questions asked on this application are designed to give us a clear understanding of your background and work experience. If you become an employee of Cold Spring Granite Company or one of its subsidiaries, this application will become a part of your personnel record.

PLEASE PRINT CLEARLY.

PERSONAL

Full Name _____

Street Address _____ Phone Number ( ) _____

City / State / Zip _____

Email _____

If there is another phone number at which you may be reached please indicate that number: ( ) _____

Are you at least 18 years of age? ☐ Yes ☐ No If you are less than 18, what is your date of birth _____

Was any of your education or work experience gained under a different name? ☐ Yes ☐ No

If so specify: _____

Have you ever been convicted of a felony? ☐ Yes ☐ No

Conviction will not necessarily bar you from employment but will be reviewed as it pertains to certain positions.

PLACEMENT

Type of position you are seeking? _____

Starting salary you are seeking? $ _____ per _____ When could you begin employment? _____

Type of work desired? ☐ Regular Full-Time ☐ Regular Part-Time ☐ Temporary Full-Time ☐ Temporary Part-Time

Shift willing to work? ☐ Day ☐ Evening ☐ Night ☐ Rotating

Will you work weekends? ☐ Yes ☐ No Will you work overtime? ☐ Yes ☐ No

EDUCATION

Type of School	Name and Address of School	Last Year Completed				Did You Graduate?	Major Course of Study and Certificate/Degree Granted
		1	2	3	4		
High School		○	○	○	○	☐ Yes ☐ No	
College		○	○	○	○	☐ Yes ☐ No	
Technical Vocational		○	○	○	○	☐ Yes ☐ No	
Other (Specify)		○	○	○	○	☐ Yes ☐ No	

COLD SPRING GRANITE COMPANY AND ITS SUBSIDIARIES ARE EQUAL OPPORTUNITY EMPLOYERS. WE DO NOT DISCRIMINATE IN HIRING OR EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY OR ANY OTHER FACTOR PROHIBITED BY LAW OR REGULATION. NO QUESTION ON THIS APPLICATION IS INTENDED TO SECURE INFORMATION TO BE USED FOR SUCH DISCRIMINATION

EMPLOYMENT HISTORY

Have you ever worked for us before? ☐ Yes ☐ No If yes, from _____ (month/year) to _____ (month/year)

Type of work performed _____ Supervisor _____

PLEASE LIST EMPLOYMENT HISTORY WITH MOST RECENT POSITION FIRST
BUT DO NOT PROVIDE DATES OF EMPLOYMENT FOR JOBS HELD MORE THAN FIVE YEARS AGO.

Present or last Employer _____ May we contact this employer? ☐ Yes ☐ No

Address _____ Phone Number ( ) _____

Name of Supervisor _____ Title of Supervisor _____

Dates: From _____ (month/year) to _____ (month/year) Salary $ _____ (beginning) $ _____ (ending)

Starting Position _____ ☐ Full-Time ☐ Part-Time _____ Hrs./Wk

Ending Position _____ ☐ Full-Time ☐ Part-Time _____ Hrs./Wk

Reason for Leaving _____

Specific Duties _____

Previous Employer _____ May we contact this employer? ☐ Yes ☐ No

Address _____ Phone Number ( ) _____

Name of Supervisor _____ Title of Supervisor _____

Dates: From _____ (month/year) to _____ (month/year) Salary $ _____ (beginning) $ _____ (ending)

Starting Position _____ ☐ Full-Time ☐ Part-Time _____ Hrs./Wk

Ending Position _____ ☐ Full-Time ☐ Part-Time _____ Hrs./Wk

Reason for Leaving _____

Specific Duties _____

Previous Employer _____ May we contact this employer? ☐ Yes ☐ No

Address _____ Phone Number ( ) _____

Name of Supervisor _____ Title of Supervisor _____

Dates: From _____ (month/year) to _____ (month/year) Salary $ _____ (beginning) $ _____ (ending)

Starting Position _____ ☐ Full-Time ☐ Part-Time _____ Hrs./Wk

Ending Position _____ ☐ Full-Time ☐ Part-Time _____ Hrs./Wk

Reason for Leaving _____

Specific Duties _____

MILITARY SERVICE

Branch of Service _____

Major Duties _____

Service Schools Attended _____

Starting Rank _____ Separation Rank _____ Reserve Status _____

COLD SPRING GRANITE COMPANY AND ITS SUBSIDIARIES RESERVE THE RIGHT TO CHANGE, INTERPRET, WITHDRAW OR ADD TO THE POLICIES, BENEFITS OR TERMS AND CONDITIONS OF EMPLOYMENT, AT THEIR SOLE DISCRETION AND WITHOUT PRIOR NOTICE, CONSIDERATION OR APPROVAL BY ANY PROSPECTIVE OR EXISTING EMPLOYEE.

GENERAL INFORMATION

Please describe any special training, skills, experience and specific accomplishments that you feel qualify you for a position with us. (You may wish to include activities and positions held in civic, community and school organizations, professional societies, special training and skills which are pertinent to this position. You are not required to list activities which may disclose your race, color, religion or national origin.)

Do you have the right to legally work in the United States? ☐ Yes ☐ No

(Proof of U.S. citizenship or immigration status will be required upon employment)

REFERENCES

Please list persons other than relatives, whom we may contact who know your qualifications.

Name	Address	Phone	Relationship

SIGNATURE

I understand that Cold Spring Granite Company or its subsidiaries make no promise of employment by accepting this application.
This is not a contract of employment.
I hereby certify that all above questions are fully and completely answered, plus any additional written or oral information that I provide about myself (such as a resume or interview) is true.
I understand that any misleading or incorrect statements made as part of this application may be considered cause for rejection or dismissal. I also understand that my employment may be contingent upon successfully passing a physical examination and drug screening test. I grant permission for the Company to investigate my past employment, education, references and any other information contained in this application to establish eligibility for employment. I understand that omission of pertinent information may be considered cause for rejection or dismissal.
In consideration of my employment, I agree to conform to the rules and regulations of the Company and my employment and compensation can be terminated, with or without cause, and with or without notice any time, at the option of the Company.
I have read and understand the above conditions and hereby affix my signature as verification of the foregoing statements.

Date _____ Signature of Applicant _____

Cold Spring Granite is a Wellness-Oriented, Tobacco-Free Company

EOE / AA Employer

17482 Granite West Road, Cold Spring, MN. 56320

Dear Applicant:

Thank you for taking the time and having the interest of seeking employment with Cold Spring Granite Company. From time-to-time, the Company has openings, and it is our intention to fill these vacancies with the best possible candidate available.

If any accommodations are needed in filling out the job application or the interviewing process, please make note in the Reference Section of the application on how we can accommodate you (i.e. interpreter, reader).

The information you have given us in the Employment Application is a valuable tool in helping us determine who we select for interviews. If you have any other information, such as a resume, letters of recommendation, etc., and you do not have them with you today, please send a letter to us with that information, and we will attach it to your application form.

If you are one of the people that are selected for an interview, we will call you or, if we are unable to reach you by phone, we will send you a letter in the mail.

Cold Spring Granite Company is an Equal Opportunity Employer. The Civil Rights Act of 1964 and the State and local laws prohibit discrimination on the basis of race, color, religion, sex or national origin. In addition, State and local laws prohibit discrimination on the basis of disability and prohibit discrimination on the basis of age with respect to individuals who are at least 40 years of age. It is our policy to comply with these acts, and the information requested on this application will not be used for any purpose prohibited by law.

Federal law requires that upon hiring, new employees furnish documentation showing their identity and that they are legally authorized to work in the United States within 72 hours of starting work.

Again, thank you for your interest in Cold Spring Granite.

Sincerely

COLD SPRING GRANITE COMPANY

HUMAN RESOURCES DEPARTMENT

APPLICANT EEO DATA RECORD

Cold Spring Granite Company and its subsidiaries are an Equal Opportunity Employers. Applicants and employees are treated without regard to race, color, religion, sex, national origin, age, marital status, public assistance, handicap, or veteran status.

As employers/governmental contractors, we comply with government regulations, including affirmative action responsibilities where they apply.

Solely to help us comply with government record keeping, reporting, and other legal requirements, please complete this Applicant EEO Data Record. This data will not be considered in the selection process. This data is for periodic government reporting and will be retained in a confidential file separate from your Employment Application and personnel file, if hired.

We appreciate your cooperation.

Can you provide documentation that you are authorized to legally work in the United States? ☐ Yes ☐ No

Can you provide this documentation within 3 days of being hired? ☐ Yes ☐ No

Name:_____Date: _____

Position for which you applied: _____

Gender: (Check one) ☐ Male ☐ Female

Referral Bonus:
If you were referred to Cold Spring Granite by a current employee, please list the employee's name here:
_____

Ethnicity and Race: **(Check ONE box only from the list below)**

☐ **Hispanic or Latino**	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
☐ **White** (Not Hispanic or Latino)	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
☐ **Black or African American** (Not Hispanic or Latino)	A person having origins in any of the black racial groups of Africa.
☐ **Native Hawaiian or Other Pacific Islander** (Not Hispanic or Latino)	A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
☐ **Asian** (Not Hispanic or Latino)	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
☐ **American Indian or Alaskan Native** (Not Hispanic or Latino)	A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
☐ **Two or More Races** (Not Hispanic or Latino)	All persons who identify with more than one of the above five races.