



EMPLOYMENT APPLICATION

1970 West Lafayette Avenue | Jacksonville IL 62650
217-245-4146 | info@bentoneng.com | bentoneng.com

Qualified applicants receive consideration for employment without discrimination because of sex, marital status, race, color, creed, national origin, age, or the presence of a non-job-related handicap.

Date of Application _____ Position Applied for _____

Available for: Full Time _____ Part Time _____ Temporary _____

Date Available _____ Salary Desired \$ _____

Can you travel if job requires: _____ yes _____ no

Full Name _____

Present Address _____

_____ How Long? _____

Telephone No. _____ In emergency, notify _____

-Have you ever applied to this company before? _____

-How did you learn of this opening? _____

-List activities or commitments that may
interfere with attendance requirements. _____

-Are you related to any employees of this company? _____

CITIZENSHIP - If requested, can proof of U.S. citizenship or alien registration be provided? _____ yes _____ no
Will visa or immigration status prevent lawful employment? _____ yes _____ no

EDUCATION -

Schools Attended
(begin with High School)

Location

From To

Grad. Date

Degree

MILITARY SERVICE - Have you ever served in the U.S. Military? _____ yes _____ no

Branch of Service

Dates of Active Duty

Rank Attained

Special Training

PROFESSIONAL REGISTRATIONS - List Registration Number and State

MEMBERSHIPS - Professional Societies and/or Scientific Associations

EMPLOYMENT EXPERIENCE

- Give complete employment record, starting with your present or latest employer. Include summer employment. (If space is insufficient, list on separate page or attach resume.)

From To

Employer

Name of Supervisor

Position

Duties

REFERENCES

- May we contact the employers listed above? If not, indicate which ones you do not wish us to contact. _____

ADDITIONAL REFERENCES - Give name, address, and telephone number - please do not include relatives.

ADDITIONAL INFORMATION considered pertinent by applicant such as special skills, etc. - attach resume if available.

ACTIVITIES/HOBBIES

- List school, civic or business activities and offices held.

Please Read Carefully - Applicant's Certification and Agreement.

Applicant agrees to the following conditions of employment:

1. Meeting minimum or maximum age requirements of applicable laws and submitting proof of true age, if required.
2. Meeting attendance and performance requirements.
3. Conforming to other company rules, regulations and instructions.

I swear all statements in this application are true and correct and if any information submitted is false it shall be cause for dismissal. I have been advised that you may cause an investigative report to be prepared on all information contained herein, and I hereby consent thereto. I understand permanent employment may be contingent upon receipt of Alien Registration Number, verification of date of birth and any other pertinent information bearing upon my continued employment. I have been advised and understand I have the right to request a disclosure in writing of the nature and scope of the investigation.

Signature of
Applicant _____

Date _____

DO NOT WRITE IN THE SPACE BELOW

MEMORANDA OF INTERVIEW

Remarks: _____

Date: _____

By: _____

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