



Minnesota Dairy Herd Improvement Association
307 Brighton Avenue South ♦ Buffalo, MN 55313
(763) 682-1091 ♦ Fax (763) 682-1117

Employment Application

An Equal Opportunity Employer

Minnesota DHIA does not discriminate on the basis of race, religion, national origin, color, sex, age, or disability. It is our intention that all applicants be given equal opportunity and that selection decisions are based on job-related factors.

Answer all questions fully and accurately. All information will be treated confidentially.

Personal Data:

Name: Last First Middle Telephone:

Address: Street address City State Zip code

Position Applied for: Field Representative

Do you have a valid Minnesota Driver's License? Yes No

Are you above the minimum legal age? yes no
If you are applying for a job with minimum age requirements, you may be required to submit proof of age.

Are you legally eligible to work in the United States? yes no
If hired, you will be required to produce proof of eligibility to work in the United States, in accordance with the Immigration Reform and Control Act of 1986.

Have you ever been convicted of a felony or misdemeanor (including DUI or DWI)? yes no
If yes, please explain:

Eligibility to be hired will not necessarily be affected by a positive response.

Are you able to perform the essential functions of the job for which you are applying either without accommodations or with a reasonable amount of accommodation? yes no

General Data:

Have you ever applied at Minnesota DHIA before? yes no If so, when?

Have you ever been employed by Minnesota DHIA? yes no If so, when?

Are you willing to relocate? yes no

Prefer which area(s) of the state? 1st choice 2nd choice

Employment Experience Data:

List names of employers in consecutive order with present or last employer listed first. If self employed, please give company name and supply business references. (Continue on separate sheet of paper if necessary.)

Employer Information:	Employed:		Pay:		Title	Reason for Leaving	Name of Last Supervisor
Name, Address, Telephone:	From:	To:	Start:	Final:			
1.							
2.							
3.							
4.							

Educational Data:

Beginning with the most recent, list all schools attended (include vocational/technical training courses):

School Name and Location	Years Completed; Honors Received; Diploma/Degree	Major Course of Study

References:

Please provide three references who are not related to you:

Name	Company	Address	Telephone

Are you familiar with any dairy software (Dairy Comp, Scout, PC Dart, etc)? _____ yes _____ no

If yes, please list which ones: _____

Describe any skills, knowledge, or abilities related to the job for which you are applying that you have acquired through work/life experience or academic study:

If an offer of employment is made, what is the earliest date you can report to work? _____

DISCLAIMER

As part of the hiring process, Minnesota Dairy Herd Improvement Association (DHIA) will be checking references. Minnesota DHIA may contact the references identified above and may also contact past employers to ask questions relating to work experiences.

READ CAREFULLY BEFORE SIGNING

I certify that the information supplied herein is true and correct, and I understand that any misrepresentation or omission of relevant information called for on this application, supporting documents, or during the employment interview process may disqualify me from employment consideration or be grounds for dismissal. If employed, I will comply with all rules and regulations as stated by company policy. I also agree to and allow Minnesota DHIA to do a criminal background check.

Signed: _____

Dated: _____