

# APPLICATION FOR EMPLOYMENT



**Mail Application to:**  
Haltec Corporation  
PO BOX 1180  
Salem, OH 44460

**Deliver Application to:**  
Haltec Corporation  
120 Industry St.  
Leetonia, OH 44431

"An Equal Opportunity Employer"

**DATE:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Soc. Sec. No.** \_\_\_\_\_

**Address:** \_\_\_\_\_  
(Street) (City) (State) (Zip)

**Phone:** \_\_\_\_\_ **Date of Birth (optional):** \_\_\_\_\_

**Who referred you to this company:** \_\_\_\_\_

- Private Placement Agency     College Placement Service     Walk-in  
 Reply to Advertisement     State Employment Office     Personal Contact

**Relatives in Company employ:** \_\_\_\_\_

**Have you worked for this company before?** \_\_\_\_\_ **If yes, where?** \_\_\_\_\_

**Dates worked:** \_\_\_\_\_ **Reason for leaving:** \_\_\_\_\_

**Available to Work:**     Full-time     Part-time on these days and hours: \_\_\_\_\_

# EDUCATION

For each level of schooling listed below, please give the school name, the city and state where it is located, your major and minor subjects, and the degree or diploma received.

**High School:** \_\_\_\_\_

**Highest Grade Completed:** 1 2 3 4 5 6 7 8 9 10 11 12

**College 1:** \_\_\_\_\_

**Highest Level Completed:** 1 2 3 4

**College 2:** \_\_\_\_\_

**Highest Level Completed:** 1 2 3 4

**Graduate School:** \_\_\_\_\_

**Business, Trade, or Other Schools:** \_\_\_\_\_

**Special Training:** \_\_\_\_\_

**Special Skills (Including machinery operation)** \_\_\_\_\_

**WORK HISTORY** — Starting with your current or most recent employer, please list the following information about the last three companies for which you have worked:

**Employer 1:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Responsibilities:** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

## WORK HISTORY – Continued

Employer 2: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_

Position Title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer 3: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_

Position Title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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## SERVICE RECORD

Branch of Military Service – U.S. \_\_\_\_\_

National Guard: \_\_\_\_\_ Date obligation ends: \_\_\_\_\_

Type of Discharge and date: \_\_\_\_\_

# PROFESSIONAL REFERENCES

## Reference 1

Name, Job Title, Company: \_\_\_\_\_

Address, Telephone Number: \_\_\_\_\_

Work Relationship to Reference: \_\_\_\_\_

## Reference 2

Name, Job Title, Company: \_\_\_\_\_

Address, Telephone Number: \_\_\_\_\_

Work Relationship to Reference: \_\_\_\_\_

## Reference 3

Name, Job Title, Company: \_\_\_\_\_

Address, Telephone Number: \_\_\_\_\_

Work Relationship to Reference: \_\_\_\_\_

# Applicant Consent

Please read each of the following statements and place your initials by each one to indicate that you understand and agree to the terms stated, then sign this form at the bottom.

\_\_\_\_ I certify that all information I have supplied on this form is correct to the best of my knowledge. I understand that omissions or deliberate misinformation will disqualify my application and, if hired, would serve as grounds for dismissal.

\_\_\_\_ I understand that nothing in this application creates an employment contract or relationship. I also understand that if hired by Haltec Corporation, my employment can be terminated at any time, by myself or Haltec Corporation, for any grounds not prohibited by law.

\_\_\_\_ I agree to allow Haltec Corporation to contact the people I have listed as references on this application. I also agree not to hold any references listed on this application liable for damages to any truthful information they provide regarding my qualifications for employment at Haltec Corporation.

Haltec Corporation is committed to providing equal employment opportunity for all employees and applicants regardless of race, color, religion, sex, age, national origin, citizenship status, disability, genetic information, or veteran status. Equal opportunity extends to all aspects of the employment relationship, including hiring, promotions, training, working conditions, compensation, and benefits. In all hiring and employment practices, EMPLOYER provides reasonable accommodations to qualified employees and applicants with disabilities unless the accommodations create undue hardship for Haltec Corporation.

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Signature

Date