

APPLICATION FOR EMPLOYMENT



"An Equal Opportunity Employer"

DATE: _____

NAME: _____ SOC. SEC. NO. _____

ADDRESS: _____
(Street) (City) (state) (ZIP)

PHONE: _____ DATE OF BIRTH (Optional) _____

EMAIL: _____

Who referred you to this company? _____

- | | | |
|---|--|---|
| <input type="checkbox"/> Private Placement Agency | <input type="checkbox"/> College Placement Service | <input type="checkbox"/> Walk-in |
| <input type="checkbox"/> Reply to Advertisement | <input type="checkbox"/> State Employment Office | <input type="checkbox"/> Personal Contact |

Relatives in Company employ: _____

Have you worked for this company before? _____ If yes, where? _____

Dates worked: _____ Reason for leaving: _____

Able 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: _____ Pay Rate: _____

Reason for Leaving: _____

Employer 2: _____
Address: _____
Supervisor: _____
Phone: _____
Position Title: _____
From: _____ **To:** _____
Responsibilities: _____ **Pay Rate:** _____
Reason for Leaving: _____

Employer 3: _____
Address: _____
Supervisor: _____
Phone: _____
Position Title: _____
From: _____ **To:** _____
Responsibilities: _____ **Pay Rate:** _____
Reason for Leaving: _____

SERVICE RECORD

Branch of Military Service –US _____
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: _____

APPLICATION 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. Haltec Corporation provides reasonable accommodations to qualified employees and applicants with disabilities unless the accommodations create undue hardship for Halted Corporation.

Signature

Date