

# Employment Application

## Personal Information

Name (Last, First, MI)

Street address

City, State, Zip

Home phone number

Cell phone number

E-mail address

## Employment Desired

Position applying for

How did you hear about this position?

Today's date

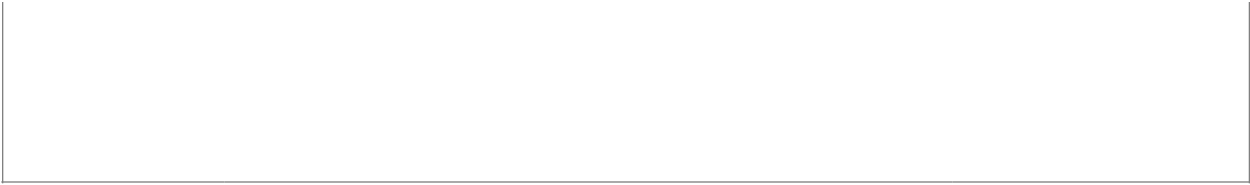
Date available for work

Desired hours (full time, part time, etc.)

## Education

	Name and Address of School	Course of Study	Year Graduated	Degree/Diploma
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

List any seminars, classes or other education not listed above which may help qualify you for this position



# Employment History

List below all present and past employers over the past ten years, starting with your **most recent** employer. Account for all periods of unemployment. You must complete this section even if attaching a resume.

1.	Employer (current Yes No)		Start Date	End Date	Key Responsibilities
	Address				1.
	City, State, Zip		Starting Salary	Ending Salary	2.
	Phone number				3.
	Fax number	Supervisor(s)			4.
	Job position(s)		E-mail address of supervisor		
	Reason(s) for leaving				
	What value did you add to this company or its customers?				
2.	Employer (current Yes No)		Start Date	End Date	Key Responsibilities
	Address				1.
	City, State, Zip		Starting Salary	Ending Salary	2.
	Phone number				3.
	Fax number	Supervisor(s)			4.
	Job position(s)		E-mail address of supervisor		
	Reason(s) for leaving				
	What value did you add to this company or its customers?				
3.	Employer (current Yes No)		Start Date	End Date	Key Responsibilities
	Address				1.
	City, State, Zip		Starting Salary	Ending Salary	2.
	Phone number				3.
	Fax number	Supervisor(s)			4.
	Job position(s)		E-mail address of supervisor		
	Reason(s) for leaving				
	What value did you add to this company or its customers?				

Job position(s)	E-mail address of supervisor	
Reason(s) for leaving		
What value did you add to this company or its customers?		
4. Employer (current Yes No)	Start Date	End Date
Address		1.
City, State, Zip	Starting Salary	Ending Salary
Phone number		2.
Fax number	Supervisor(s)	3.
Job position(s)	E-mail address of supervisor	4.
Reason(s) for leaving		
What value did you add to this company or its customers?		

If this box is checked, please list any languages other than English that you can speak, read or write that you feel could be of benefit to the position applied for:

Speak	
Read	
Write	

Identify formal job training that relates to this position.	
Identify what skills or certification you possess related to this position.	
If you are hired, what value would you add to our company?	

Describe what you believe are the most unique features of your work history.	
List any professional, trade, business or civic activities and offices held.	<p>You may exclude membership that would reveal gender, race, religion, national origin, ancestry, age, disability or any other protected status.</p>
<p>Have you ever been employed with this company before? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, when?</p>	
<p>Do you have any friends or relatives employed by this company? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, please provide their names and relationship to you:</p>	
<p>Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Are you currently on "lay off" status and subject to recall? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

Are you currently enrolled in a college or university?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, where?	Number of hours this semester: _____	
Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/>	Anticipated graduation date: _____	
Are you at least 18 years of age?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If hired, can you provide proof of U.S. citizenship or proof of your legal right to work in the U.S.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you able to perform all of the essential functions of the job for which you are applying? (Please contact the HR Director for a list of the essential job functions)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you hold a current Driver's License?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If driving is a requirement of the position applied for, have you in the last 7 years been convicted of Driving Under the Influence "(DUI)"	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
If hired, do you have a reliable means of transportation to and from work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If hired, would you be able to travel or work overtime as needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of a felony or misdemeanor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please explain:		
(A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.)		

## References

List below three persons not related to you who have knowledge of your work performance within the last 5 years

Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted
Name		Occupation
Company name	Address	

Telephone	E-mail	Relationship & years acquainted
Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted

***Please read each statement closely and  
initial each item acknowledging your understanding***

**Employment Eligibility Statement**

\_\_\_\_\_ THB is committed to hiring employees that have the legal right to work in this country. THB will verify work eligibility and all information on the I-9 Form for all hired employees.

**Social Security Number Verification**

\_\_\_\_\_ THB is committed to accurately reporting all wage data. If you are hired, the company will verify the validity of your Social Security number.

**Equal Employment Opportunity and ADA Statement**

\_\_\_\_\_ THB is an Equal Opportunity Employer and does not discriminate in hiring or in other employment decisions based on protected genetic information, EEO activity, sexual orientation, political affiliation, marital status, status as a parent, race, color, religion, sex, national origin, age or disability. Reasonable accommodations will be made for those with disabilities.

**Discrimination and Harassment Policy Statement**

\_\_\_\_\_ Furthermore, this company will not tolerate any form of unlawful discrimination or harassment based on race, color, religion, sex, national origin, age, or disability. Any employee who engages in unlawful discrimination or harassment will be subject to appropriate discipline, up to and including termination.

**Disclosure to Applicants Concerning Drug Testing**

\_\_\_\_\_ If you are offered a position with THB, you will be given a drug test as a condition of continued employment after the offer has been extended. Your refusal to timely submit to a drug test or your failure to pass such a test means you will not be employed by this company. The test results will be kept confidential. The individual undergoing testing will not be directly observed while providing the specimen unless there are reasonable grounds to believe the individual may alter or substitute the specimen. Negative test results are required as a condition of employment.

**At-Will Employment**

\_\_\_\_\_ I understand and agree that if I am employed, my employment will be "at-will," which means that THB may terminate the employment relationship at any time, with or without cause and with or without notice. Likewise, THB will respect my right to terminate my employment at any time, with or without cause and with or without notice. I further understand that any prior representation, whether expressed or implied to the contrary is hereby superseded and that no promise or representation contrary to the foregoing is binding on THB unless made in writing and signed by THB's Vice President.

**Investigation Authorization**

\_\_\_\_\_ I authorize investigation into all statements and references contained in this application. Said investigation may include driving, criminal background, references and other background checks. By applying for this job, I also authorize post-hire investigation into my driving and criminal background.



**Complete and Accurate Information**

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

**I HAVE READ AND UNDERSTAND THE ABOVE POLICY STATEMENTS AND AGREE TO BE BOUND BY THEM.**

\_\_\_\_\_

Signature

\_\_\_\_\_

Date