|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PERSONAL INFORMATION** | | | | | | |
| **Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
| Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| **Last First Middle Maiden** | | | | | | |
| **Present address ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
| **Number Street City State Zip** | | | | | | |
| **How long** | | |  | | | |
| **Telephone ( ) If under 18, please list age**  **e-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
| **EMPLOYMENT DESIRED** | | | | | | |
|  | | | | | | |
| **Position(s) applied for**  **Salary desired** | | | | **Days/hours available to work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| **How many hours can you work weekly? Can you work evenings? ­\_\_\_\_\_\_\_\_­** | | | | | | |
| **Can you work nights? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Can you work on weekends? \_\_\_\_\_\_\_\_\_\_\_\_\_**  **Employment desired ❑FULL-TIME ONLY ❑PART-TIME ONLY ❑FULL- OR PART-TIME** | | | | | | |
| **When are you available to start work?** | | | | | | |
|  | | | | | | |
| **EDUCATION** | | | | | | |
| **TYPE OF SCHOOL** | **NAME OF SCHOOL** | **LOCATION** | | | **YEARS COMPLETED** | **MAJOR & DEGREE** |
| **High School** |  |  | | |  |  |
| **College** |  |  | | |  |  |
| **Business or Trade School** |  |  | | |  |  |
| **Professional or Graduate School** |  |  | | |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WORK EXPERIENCE** | | | | |
| **Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name.** Attach additional sheets if necessary. | | | | |
|  | | |  | |
| **Name of Employer  Address** | **Name of last supervisor** | **Employment dates** | | **Pay or salary** |
| **City, State, Zip  Phone number** |  | **From**  **To** | | **Start**  **Final** |
|  | **Your last job title** | | | |
| **Reason for leaving** | | | | |
| **List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.** | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
| **Name of Employer  Address** | **Name of last supervisor** | **Employment dates** | | **Pay or salary** |
| **City, State, Zip  Phone number** |  | **From**  **To** | | **Start**  **Final** |
|  | **Your Last Job Title** | | | |
| **Reason for leaving** | | | | |
| **List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.** | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
| **WORK EXPERIENCE : CONTINUE** | | |  | |
| **Name of Employer  Address** | **Name of last supervisor** | **Employment dates** | | **Pay or salary** |
| **City, State, Zip  Phone number** |  | **From**  **To** | | **Start**  **Final** |
|  | **Your last job title** | | | |
| **Reason for leaving** | | | | |
| **List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.** | | | | |
|  | | | | |
| **Name of Employer  Address** | **Name of last supervisor** | **Employment dates** | | **Pay or salary** |
| **City, State, Zip  Phone number** |  | **From**  **To** | | **Start**  **Final** |
|  | **Your last job title** | | | |
| **Reason for leaving** | | | | |
| **List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.** | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
| **Are you currently employed? ❑ Yes ❑ No** | | | | |
| **May we contact your present employer? ❑ Yes ❑ No** | | | | |
| **Did you complete this application yourself ❑ Yes ❑ No** | | | | |
| **If not, who did?** | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
|  | | | |
|  | | | |
| **Have you ever been in the armed forces? ❑ Yes ❑ No** | | | |
| **Specialty \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Entered \_\_\_\_\_\_\_\_\_\_ Discharge Date \_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| **Are you now a member of the National Guard? ❑ Yes ❑ No**  **If hired, can you provide proof of U.S. citizenship ❑ Yes ❑ No**  **or proof of your legal right to live and work in this country?**  **Have you ever been employed with this company? ❑ Yes ❑ No**   |  | | --- | | **If yes, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **Do you have any friends or relatives employed by this company? ❑ Yes ❑ No** | | **If yes, please provide their names and relationship to you. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **If hired, would you have a reliable means of transportation to and from work? ❑ Yes ❑ No** | | **Are you able to perform the essential functions and duties ❑ Yes ❑ No**  **of the job for which you are applying?** | | **If not, please describe the functions or duties you are unable to perform. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |  | | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
| **REFERENCES** | | | |
| **Please list below three persons not related to you who have knowledge of your work performance and/or personal qualifications within the last 5 years.** | | | |
|  | | | |
| **Name** | | | **Occupation** |
| **Company name** | **Address** | | |
| **Telephone** | **E-mail** | **Years acquainted** | |
|  |  |  | |
| **Name** | | | **Occupation** |
| **Company name** | **Address** | | |
| **Telephone** | **E-mail** | | **Years acquainted** |
|  |  | |  |
| **Name** | | | **Occupation** |
| **Company name** | **Address** | | |
| **Telephone** | **E-mail** | **Years acquainted** | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | | | **Occupation** |
| **Company name** | **Address** | | |
| **Telephone** | **E-mail** | **Years acquainted** | |

|  |  |  |
| --- | --- | --- |
| **APPLICATION FORM WAIVER** | | |
| **Please read each paragraph closely, initial each, and sign below** | | |
|  |  |  |
|  |  | 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, the undersigned applicant, 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 hereby authorize **Hayden Industrial** to thoroughly investigate my references, work records, education, driving record, credit history, criminal background and other matters related to my suitability for employment. I further authorize the employers, schools, and other references I have listed to disclose to **Hayden Industrial** any and all documents, transcripts, letters, reports and other information related to these references, without giving me prior notice of such disclosure. I hereby release **Hayden Industrial**, my former employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosures. |
|  |  |  |
|  |  | I understand that nothing contained in the application, or conveyed during any interview which may be granted, or during my employment, if hired, is intended to create an employment contract between me and **Hayden Industrial**, other than one that is “at will.” I understand and agree that if I am employed; my employment will be of an “at will” nature, whereby either the employee or the employer may terminate the employment relationship at any time, with or without cause or notice. I further understand that my employment, if hired, is for no definite or determinable period of time and may be terminated at any time, at the option of either myself or **Hayden Industrial**, and that no promise or representation contrary to the foregoing is binding on the company unless made in writing and signed by me and the company’s designated representative. |
|  |  |  |
| Signature of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Hayden Industrial** is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age, or disability. We assure you that your opportunity for employment **Hayden Industrial** depends solely on your qualifications. | | |