

# EMPLOYMENT APPLICATION

**NOTE TO THE APPLICANT:** This application is used to evaluate your qualifications for employment. Please answer all of the questions on your application accurately. If you fail to do so, you may lose employment opportunities or delay consideration of your employment. This application is not an employment contract. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, disability, age, sex, or any other classification protected by federal, state, or local laws. **PLEASE PRINT.**

## A. PERSONAL INFORMATION

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE NAME \_\_\_\_\_ Date \_\_\_\_\_

Social Security # \_\_\_\_\_

Address \_\_\_\_\_  
 Street \_\_\_\_\_ Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ Alternate Phone # \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Relationship \_\_\_\_\_ Emergency Phone # \_\_\_\_\_

Email: \_\_\_\_\_ Do you want to be on our U. S. Mail /Email list  Yes  No

On what date would you be available for work? \_\_\_\_\_ What type of job are you looking for? \_\_\_\_\_

What part of town: \_\_\_\_\_ Days Available: Mon  Tue  Wed  Thurs  Fri  Sat  Sun

Available to work:  FULL TIME  PART TIME  TEMPORARY  1<sup>st</sup> SHIFT  2<sup>nd</sup> SHIFT  3<sup>rd</sup> SHIFT

Are you over 18 years of age?  YES  NO Birthday (Month/Day only) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Are you eligible for employment in the United States?  YES  NO

What is your current pay-rate? \_\_\_\_\_ Desired pay-rate? \_\_\_\_\_ Minimum pay-rate? \_\_\_\_\_

How did you hear about the HT Group? \_\_\_\_\_ How far are you willing to commute to work? \_\_\_\_\_

If online, please list which website \_\_\_\_\_

Do you have reliable transportation?  YES  NO

## B. EMPLOYMENT

Your training and employment experience will be used to determine whether you meet the entrance requirements for this position and to measure your knowledge, skills, and abilities in completing for this position. Therefore, please provide a full and accurate description of the responsibilities and achievements in your jobs and other pertinent life experiences. Include self-employment, volunteer experience, and any non-employment periods. \* **PLEASE DO NOT WRITE "SEE RESUME"**

List your three most recent positions held, starting with the most recent employer first.

|                     |                            |                       |  |
|---------------------|----------------------------|-----------------------|--|
| From /              | Employer Name:<br>Address: | Position held, duties | Supervisor   |
| To /                | Phone number:              |                       | E-mail:  |
| Reason for leaving: |                            |                       | May we contact? <input type="checkbox"/> yes <input type="checkbox"/> no |
|                     |                            |                       | Starting Pay   |
|                     |                            |                       | Ending Pay   |
| From /              | Employer Name:<br>Address: | Position held, duties | Supervisor   |
| To /                | Phone number:              |                       | E-mail:  |
| Reason for leaving: |                            |                       | May we contact? <input type="checkbox"/> yes <input type="checkbox"/> no |
|                     |                            |                       | Starting Pay   |
|                     |                            |                       | Ending Pay   |
| From /              | Employer Name:<br>Address: | Position held, duties | Supervisor   |
| To /                | Phone number:              |                       | E-mail:  |
| Reason for leaving: |                            |                       | May we contact? <input type="checkbox"/> yes <input type="checkbox"/> no |
|                     |                            |                       | Starting Pay   |
|                     |                            |                       | Ending Pay   |

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## SPECIAL SKILLS AND QUALIFICATIONS

Summarize special skills and qualifications acquired from employment or other experience. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

High School graduated  YES  NO Name of HS School, City and State \_\_\_\_\_

College?  YES  NO Name of College and Degree earned \_\_\_\_\_

Vocation/Technical School  YES  NO Name of College and Degree earned \_\_\_\_\_

## C. References

Please list 3 work references for us to contact. Please include the full name, company you worked together, phone number and/or email.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

D. Have you ever worked temporary before?  YES  NO

E. If so, list the companies where you worked temporary (not the temporary agency) and your supervisor at the company

| Temporary Staffing Agency | Company Name/ Phone # if known | Type work | Supervisor/Mgr |
|---------------------------|--------------------------------|-----------|----------------|
| 1.                        |                                |           |                |
| 2.                        |                                |           |                |
| 3.                        |                                |           |                |

## F. CERTIFICATION & RELEASE

I certify that the information contained in this application is true, complete, and accurate. I understand that, if employed, false statements or omissions on this application may result in rejection of my application or discharge at any time during my employment.

I authorize investigation of all statements contained herein. I further authorize all individuals, companies, schools, corporations, courts, and law enforcement agencies to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise. I release all parties from all liability for any damage that may result from divulging or using information. I understand that it may be necessary for me to authorize the verification of my consumer reports on a separate and enclosed disclosure and authorization form and attest that, to the best of my knowledge, the consumer reports will meet the requirements of the HT Group.

I understand and agree that, if hired, my employment is for no definite period and either I or The HT Group can terminate the employment relationship at any time, with or without cause, and with or without notice. This employment relationship exists regardless of any other statements or policies to the contrary.

I realize that under certain state or federal laws, I may be required to submit to an alcohol and/or drug test (which may or may not be a part of a post offer, pre-employment physical) as a condition of my employment. I hereby agree to submit to such an examination if required so by client company policy and permit disclosure of results to the HT Group.

Signature \_\_\_\_\_

Date \_\_\_\_\_

*The HT Group does not unlawfully discriminate in hiring or any aspect of the employment relationship on the basis of age, race, color, sex, religion, national origin, disability, or any other basis protected by law in the jurisdiction in which the employment is performed.*

**AN EQUAL EMPLOYMENT  
OPPORTUNITY EMPLOYER**