

# EMPLOYMENT APPLICATION

## Personal Information

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, handicap or national origin.

Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_  
Street City State Zip

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

Referred By: \_\_\_\_\_ Are you 18 years of age or older?  Yes  No

Are you currently Employed?  Yes  No If so, may we contact your current employer?  Yes  No

Ever applied with Heritage before?  Yes  No Where? \_\_\_\_\_ When? \_\_\_\_\_

Desired Position: \_\_\_\_\_ Available Start Date: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

## Education

Do you have a High School Diploma or GED?  Yes  No

Name, City, State of School	Last Year Completed	Did You Graduate?	Subjects Studied and Degree(s) Received
High School _____	1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College _____	1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade, Business or Correspondence School _____	1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## General

Subjects of Special Study or Research Work: \_\_\_\_\_

Job Related Skills (typing, driver's license, etc.) \_\_\_\_\_

Activities Other Than Religious (Civic, Athletic, etc) \_\_\_\_\_

## Former Employers

List Below your last four employers, starting with the last one first.

Date Month and Year	Name, Address Of Employer	Salary (Upon Leaving)	Position	Reason for Leaving
From _____ To _____				
From _____ To _____				
From _____ To _____				
From _____ To _____				

## *References*

List below three persons not related to you, whom you have known at least one year.

Name	Address and Phone Number	Position	Years Acquainted
1.			
2.			
3.			

## *Emergency Contact*

In case of an Emergency, please notify:

Name	Phone Number

*If you are to be hired by the company, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.*

## **APPLICANT'S CERTIFICATION AND AGREEMENT**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Heritage to verify their accuracy and to obtain reference information on my work performance. I hereby release Heritage from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that filling out this form does not indicate there is a position open and does not obligate Heritage to hire. I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. Heritage reserves the right to revise its policies or procedures, in whole or in part, at any time. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

### ***DO NOT WRITE BELOW THIS LINE- OFFICE USE ONLY***

Interviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

### **REMARKS**

Hire Date: \_\_\_\_\_ Start Date: \_\_\_\_\_ Salary/Wages: \_\_\_\_\_

Department: \_\_\_\_\_ Position: \_\_\_\_\_

Approved: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
                    Employment Manager                      Dept Head                      General Manager