

HILLCRAFT, LTD.
APPLICATION FOR EMPLOYMENT

DATE: _____

PERSONAL INFORMATION

Name (Last, First, Middle Initial): _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Previous Address: _____ City: _____ State: _____ Zip Code: _____

Phone: _____ Social Security No. _____

Referred by: _____

Are you legally eligible for employment in the United States? Yes No

Do you have a valid driver's license? Yes No Issuing State: _____

Driver's license number: _____ Expiration Date: _____

Have you ever been convicted of a crime?* Yes No

If yes, please explain: _____

Type of crime: Misdemeanor Felony

EDUCATIONAL HISTORY

Type of School	Name and Location of School	No. of Years Completed	Course of Study	Diploma/Degree
High School				
College/University				
Other Training or Experience				

MILITARY

Branch of Service: _____ Rank at Discharge: _____

Period of Active Duty (month & year): _____ Type of Discharge: _____

Date of Final Discharge: _____ Are you a member of the Army Reserves or National Guard? Yes No

* A criminal record does not constitute an automatic bar to employment and will be considered only as to the job in question.

EMPLOYMENT INFORMATION

Position applied for: _____ Date you can start: _____

Are you currently employed: Yes No Are you willing to work overtime as required? Yes No

Have you ever applied for employment with us before? Yes No When? _____ Position? _____

Have you been previously employed by us? Yes No When? _____ Position? _____

Desired starting salary? _____

PRESENT AND PAST EMPLOYMENT HISTORY

Most Recent Employer:	Address:	Telephone:
Date Started:	Starting Position/Wage:	
Date Left:	Position/Wage on Leaving:	
Name and Title of Supervisor:		
Description of Major Responsibilities:		
Reason for Leaving:		
Second Most Recent Employer:	Address:	Telephone:
Date Started:	Starting Position/Wage:	
Date Left:	Position/Wage on Leaving:	
Name and Title of Supervisor:		
Description of Major Responsibilities:		
Reason for Leaving:		
Third Most Recent Employer:	Address:	Telephone:
Date Started:	Starting Position/Wage:	
Date Left:	Position/Wage on Leaving:	
Name and Title of Supervisor:		
Description of Major Responsibilities:		
Reason for Leaving:		

SPECIAL SKILLS AND QUALIFICATIONS

Briefly discuss any other experiences, skills, or qualifications which you feel are relevant for the type of work you are seeking: _____

PERSONAL REFERENCES

List below the names of three people (not former employers or relatives) whom you have known at least one year.

Name and Relationship	Address	Phone Number	No. Years Known

In case of emergency, notify:
Name: _____ Relationship: _____
Address: _____ Phone: _____

I certify that the facts contained in this application are true and complete to the best of my knowledge and I understand that misrepresentations, omissions or false statements by me on this application shall be grounds for rejection of my application or dismissal during my employment.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

I understand that if an offer of employment is made to me that it will be conditioned upon my passing a required drug test. I acknowledge that it is the policy of Hillcraft, Ltd. that all applicants submit a sample of urine for chemical or other analysis. I further understand that the purpose of this analysis is to determine or rule out the presence of non-prescribed or prohibited controlled substances in my urine and thereby freely and voluntarily consent to this request for a urine specimen and agree to participate in the testing program.

I understand and agree that, if hired, my employment is for an indefinite period and may be terminated at any time without any prior notice.

DATE: _____ SIGNATURE: _____

This application will remain active for a period of six (6) months. If you wish to be considered for a position after that period, it will be necessary to reapply.