

HIRED HANDS & ASSOCIATES, INC.

APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR: _____ DATE: _____

Hired Hands & Associates, Inc. considers all applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or status as a Vietnam-era or special disabled veteran in accordance with federal law. In addition, Hired Hands & Associates, Inc. complies with applicable state and local laws prohibiting discrimination in employment in every jurisdiction in which it maintains facilities. Hired Hands & Associates, Inc. also provides reasonable accommodation to individuals with a disability in accordance with applicable laws.

PERSONAL DATA

Name: _____ Social Security Number: _____
Last First Middle

Address: _____
Street City State Zip
Code

Home Phone: _____ Work Phone: _____

E-mail address: _____

Are you over age 18? _____ If not, state your age: _____

Have you ever been convicted of a crime?* _____ If yes, state nature of offense, date, place and disposition: _____

* A conviction record will not necessarily be a bar to employment. This information will be used for job-related purposes and only to the extent permitted by applicable law.

Do you have any relatives who are employees of Hired Hands? _____ If yes, who _____

EMPLOYMENT INFORMATION

Do you want to work full time or part time? _____

Specify days and hours you are available for work: _____

Are you willing to work overtime as necessary? _____

Date you can start: _____ Salary desired: _____

MILITARY SERVICE RECORD

Have you ever served in the U.S. Armed Forces? _____ If yes, list dates of service, branch of service and duties, including special training, that are relevant to the position for which you have applied.

EDUCATION

Name of School	Location	Dates Attended	Course of Study	Diploma, Degrees or Certificates
High School:				
College:				
Other:				

WORK EXPERIENCE

Dates Employed	Employer	Address	Position	Salary	Reason for Leaving
From: To:				\$ Per	
Job Duties:					
From: To:				\$ Per	
Job Duties:					

From:				\$	
To:				Per	
Job Duties:					
From:				\$	
To:				Per	
Job Duties:					

Please list other experience or skills that you feel especially qualify you to work with Hired Hands & Associates, Inc. (e.g., computer experience, volunteer experience, etc.).

PRE-EMPLOYMENT STATEMENT (Please read very carefully before signing below)

I understand and voluntarily agree that:

1. The information I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, reference form, or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, termination from Hired Hands & Associates, Inc.'s employ.
2. Any offer of employment I may receive from Hired Hands & Associates, Inc. is contingent upon my successful completion of the company's total pre-employment screening process, including the company's receiving references that it considers satisfactory.
3. In processing my application for employment, Hired Hands & Associates, Inc. may verify all the information provided by me including my prior employment or military record, education, character, general reputation, personal characteristics,

criminal record and mode of living.

4. I authorize and request that all of my present and former employers and those individuals I have listed as references on the Reference Form furnish information about my employment record, work performance, abilities, and other qualities pertinent to my qualifications for employment, hereby releasing them from any and all liability for damages arising from furnishing the requested information.
5. In consideration of my employment, I agree to comply with the policies, rules, regulations, and procedures of Hired Hands & Associates, Inc. and understand that my employment and compensation can be terminated with or without cause or notice, at any time, at the option of either Hired Hands & Associates, Inc. or me.

Signature: _____ **Date:** _____