

# APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer



The following information is requested in order to help us make the best possible decision regarding potential placement within our Company. All portions of this application pertaining to you must be completed. The Company, in accordance with state and federal laws, does not discriminate on the basis of age, religion, color, sex, national origin, physical or mental handicap/disability or arrest record or any other protected status under applicable state and federal laws.

POSITION(S) APPLIED FOR \_\_\_\_\_ DATE OF APPLICATION \_\_\_\_\_

REFERRAL SOURCE  Advertisement  Employee  Internet  Government Agency  Walk-In  Other \_\_\_\_\_

NAME \_\_\_\_\_  
Last First Middle

ADDRESS \_\_\_\_\_  
Street City State Zip Code

TELEPHONE NUMBER (\_\_\_\_) \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_  
Area Code

Valid Driver's License?  Yes  No State \_\_\_\_\_ Type of Driver's License  Non-Commercial  CDL-A  CDL-B

Have you previously applied or been employed by Honnen?  No  Applied  Employed

If yes, Where? \_\_\_\_\_ Dates: \_\_\_\_\_

If applicable, please indicate Name, Relationship, & Location of Relatives Employed by Honnen: \_\_\_\_\_

Are you legally authorized to work in the United States? (Proof of US citizenship or immigration status will be required upon employment).  Yes  No

Will you now or in the future require sponsorship for employment visa status (e.g. H-1B status)?  Yes  No

MINIMUM SALARY REQUIREMENT: \$ \_\_\_\_\_  Hourly  Annually

Date available for employment: \_\_\_\_\_ Are you willing to relocate?  Yes  No

Type of employment desired:  Full-Time  Part-Time Specify Hours \_\_\_\_\_  Temporary \_\_\_\_\_

Are you currently employed?  Yes  No

Do you have any commitment to another employer that might affect your employment with us?  Yes  No

If yes, please explain: \_\_\_\_\_

Have you ever been convicted of any law violation? Please include any plea of "guilty" or "no contest."  Yes  No

If yes, please explain: \_\_\_\_\_

### Education

Name of School Location (City and State)	Did you Graduate?		Major	Minor	Date and Type of Certificate or Degree Rec'd	Grade GPA
	Yes	No				
High School						
Business/Trade						
College/University						

### MILITARY EXPERIENCE

Military Service?  Yes  No Branch of Service: \_\_\_\_\_ Date of Military Service \_\_\_\_\_

Duties/Specialties: \_\_\_\_\_

Present Military Status:  Active  Inactive Rank at Separation: \_\_\_\_\_

### OTHER QUALIFICATIONS

Summarize special skills and qualifications acquired from employment or other experiences that may qualify you for work with our Company. (Talents, business licenses, certifications, volunteer work, telephone systems, machinery or equipment operated, or other job-related skills.)

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**Begin with your current or most recent position. For additional employers, please attach another sheet of paper containing the same information as asked for below. Note: A job offer may be contingent upon acceptable references from current and former employers. Please do not use "Refer to Resume" for this section.**

### EMPLOYMENT

Start with your present or last job and show all periods of time including military service, or unemployment.

Employer	Tel. No.	<b>Dates Employed</b>		Summarize the work performed and job responsibility
Address		Start	End	
Job Title		<b>Hourly Rate/Salary</b>		
Supervisor		Start		
Reason for Leaving		Final		
Employer		Tel. No.		
Address		Start	End	
Job Title		<b>Hourly Rate/Salary</b>		
Supervisor		Start		
Reason for Leaving		Final		
Employer		Tel. No.		
Address		Start	End	
Job Title		<b>Hourly Rate/Salary</b>		
Supervisor		Start		
Reason for Leaving		Final		
Employer		Tel. No.		
Address		Start	End	
Job Title		<b>Hourly Rate/Salary</b>		
Supervisor		Start		
Reason for Leaving		Final		
Employer		Tel. No.		
Address		Start	End	
Job Title		<b>Hourly Rate/Salary</b>		
Supervisor		Start		
Reason for Leaving		Final		
Employer		Tel. No.		
Address		Start	End	
Job Title		<b>Hourly Rate/Salary</b>		
Supervisor		Start		
Reason for Leaving		Final		

### AGREEMENT

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date. I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

In making this application for employment, I understand that an investigation may be made in which information is obtained through criminal record checks, educational record checks, civil record check, and personal interviews with former employers, friends, associates, others with whom I am acquainted and/or others who may have knowledge of me. This inquiry includes information regarding my character, general reputation, and personal characteristics.

I understand that if I am extended an offer of employment it will be conditioned upon my successfully passing a drug screening examination. I hereby consent to a pre-and/or post-employment drug screen as a condition of employment, if required.

**I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT OR GUARANTEE OF EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT WRITTEN NOTICE.**

I further understand that none of the company's personnel policies should be construed as a contract or as a guarantee of continued employment. No representative of Honnen Equipment Co. or any of its affiliates has authority to enter into or approve any agreement for employment for any specified period of time or to approve any agreement contrary to the foregoing. Only the President or certain designated individuals are allowed to enter into a contract and it must be in writing to be enforceable.

I have read, understand, and by my signature consent to these statements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date