

Hensley R. Lee Contracting, Inc.

Job Application Form

Full time _____ **Part time/Seasonal** _____ **Wage expected \$** _____ **/hr or annual**

PLEASE TYPE OR WRITE CLEARLY AND ANSWER ALL QUESTIONS

Name _____
Last First Middle

Address _____
Apt. # Street City State Zip Code

Telephone () _____ (Daytime) Cellular Number () _____

Email Address _____ Social Security No. _____

Date available for employment _____ Are you 18 years or older? ^(Optional) **Yes** _____ **No** _____

Are you known to employers/references/schools by another name? **If yes, name** _____ **No** _____

Have you worked for HRL before or do you now? **If yes, dates** _____ **No** _____

Are any of your relatives presently employed by HRL ?
If yes, name of relative _____ **No** _____

How were you referred? _____

Have you ever been convicted of a felony? **Yes** _____ **No** _____ (Information regarding conviction record will not necessarily bar an applicant from employment; individual circumstances will be considered relative to the job sought.)

Only U.S. citizens or aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment provide genuine documentation establishing your identity and eligibility to be legally employed in the United States?
Yes _____ **No** _____

Educational Background

	Institution and City, State	Grade, Degree or Certificate Attained	Major Area of Study	Credit Hours or Academic Years Completed
High School/GED				
College or Univ.				
Graduate School				
Vocational, Technical, Business School				
Other Education				

Vocational Licenses/Memberships

Type	License/Member Number	Issuing Authority	Issue Date	Expiration Date

Work Experience

List details of your last three employers or last three positions, starting with the most recent. Attach additional pages if you want to include more positions.

Month & Year From: _____ To: _____	Name/Address/Phone of Employer _____ _____ _____	Reason for leaving _____ _____	<input type="checkbox"/> Paid Employment <input type="checkbox"/> Unpaid Experience <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Number of hours per wk: ____ Ending Pay \$ _____ per ____
Title: _____ Duties: _____ _____ _____			
List Computer and Equipment Skills used in this position _____ _____			
Number of employees supervised _____ Supervisor's Name _____ Phone _____			

Month & Year From: _____ To: _____	Name/Address/Phone of Employer _____ _____ _____	Reason for leaving _____ _____	<input type="checkbox"/> Paid Employment <input type="checkbox"/> Unpaid Experience <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Number of hours per wk: ____ Ending Pay \$ _____ per ____
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Title: _____ Duties: _____ _____ _____			
List Computer and Equipment Skills used in this position _____ _____			
Number of employees supervised _____ Supervisor's Name _____ Phone _____			

Other Employment (Account for all employment in at least the last 10 years)

Name and Address of Company	Position Held	Employment Dates

Other Related Experiences: Please describe here any other related professional certifications, honors, special skills, qualifications, or experiences not mentioned elsewhere, I.E., equipment or machines operated, language skills, etc.

Computer Skills: (name software, hardware and proficiency)

References Include your most recent supervisors and persons we may contact to verify your performance and qualifications.

Name: _____	Occupation: _____	Mailing Address: _____
Your Supervisor? Yes _____ No _____	Organization: _____	Daytime Phone: _____

Name: _____	Occupation: _____	Mailing Address: _____
Your Supervisor? Yes _____ No _____	Organization: _____	Daytime Phone: _____

Name: _____	Occupation: _____	Mailing Address: _____
Your Supervisor? Yes _____ No _____	Organization: _____	Daytime Phone: _____

Personal Driving Record

This section is to be completed ONLY if the position requires operation of a motor vehicle in the course of employment.

# of years you have been a licensed driver?	Driver's license number	Expiration date	Issuing state
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Within the past five (5) years have you:

Had a vehicle accident? Been convicted of reckless or drunken driving? Been cited for moving violations?

Yes____ No ____ Yes____ No ____ If yes, give dates _____ Yes____ No ____

Has your driver's license ever been revoked or suspended? Yes____ No ____	If yes, explain: _____	Is your driver's license restricted? Yes____ No ____	If yes, explain: _____
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Attendance and Punctuality

Consistent attendance and punctuality are essential requirements of every job with HRL. Is there anything that would interfere with your regular attendance and punctuality if you were offered a job with HRL?

Yes ____ No ____ If yes, please explain _____

EMERGENCY CONTACT

NAME _____ PHONE NUMBER _____ RELATIONSHIP _____
ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

Notice

HRL reserves the right to make employment conditional on the results of a medical physical and/or drug/alcohol testing after an offer of employment has been extended. HRL does not discriminate against job applicants or employees on the basis of race, religion, color, sex, age, national origin, disability, veteran status, marital status, sexual orientation or any other status or condition protected by applicable federal or state statutes and regulations in determining the suitability for employment, except where a bona fide occupational qualification is applicable.

AFFIRMATION

I affirm that the facts set forth above in my application for employment are true, correct and complete to the best of my knowledge. I understand that I may be required to submit information not requested on this application form; that HRL may verify any information provided by me in the employment process; and that incomplete information or omission of my signature is just cause for rejection of my application.

I authorize the above references to provide employment and performance information to authorized HRL personnel upon inquiry.

I understand that, if I am hired by HRL, that I will be an at-will employee; I may voluntarily leave employment at any time; I may also be terminated by HRL at any time, for any or no reason, with or without notice. I understand and agree that, if hired, my employment would be contingent upon conditions specific to the position for which I am applying. I also understand that any omission of information, or erroneous information provided in any part of the employment process would be sufficient cause for discharge regardless of when or how discovered

Signature of Applicant

Date