

**Hugh Helmly Construction, Inc. Employment Application Form**

**APPLICATION FOR EMPLOYMENT**

PLEASE COMPLETE PAGES 1-4.

DATE \_\_\_\_\_

Name

\_\_\_\_\_  
 Last                                      First                                      Middle                                      Maiden

Present address (will not accept P.O. Box)

\_\_\_\_\_  
 Number                      Street                                      City                                      State                      Zip

How long at present address \_\_\_\_\_ Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Mobile/Cell (\_\_\_\_) \_\_\_\_\_

If under 18, please list age \_\_\_\_\_ Date of Birth \_\_\_\_\_

Position Applied For \_\_\_\_\_ Salary Desired \_\_\_\_\_

How many hours can you work weekly? \_\_\_\_\_ Can you work evenings/over time? \_\_\_\_\_

Employment desired  FULL-TIME ONLY  PART-TIME ONLY  FULL- OR PART-TIME

When are you available for to begin working for H.H.C. Inc.? \_\_\_\_\_

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME?  No  Yes

If yes, explain number of conviction(s), nature of offences(s) leading to conviction(s), how recently such offences(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**APPLICATION FOR EMPLOYMENT**

**MILITARY**

HAVE YOU EVER BEEN IN THE ARMED FORCES?  Yes  No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD?  Yes  No

Specialty \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

**Work History**

Please list your work experience for the past five years beginning with your most recent job. Experience If you were self-employed, give firm name. Attach additional sheets if necessary.

Employer Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Employment Dates From \_\_\_\_\_ To \_\_\_\_\_

Salary Start \_\_\_\_\_ Final \_\_\_\_\_

Your Leaving Job Title \_\_\_\_\_

Reason for Leaving (be specific) \_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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### CITIZENSHIP

Hugh Helmlly Construction, Inc. hires only U.S. citizens and lawfully authorized alien workers. If a conditional offer of employment is made, you will be required to provide identification and proof of citizenship or authorization to work in the U.S.

ARE YOU A U.S. CITIZEN OR ARE YOU LEGALLY AUTHORIZED TO WORK IN THE U.S.?    YES                      NO

### CERTIFICATION

I am aware that any **omissions, falsifications, misstatements, or misrepresentations above** may disqualify me for employment consideration and, if I am hired, may be grounds for termination at a later date. I understand that any information I give may be investigated as allowed by law. I consent to the release of information about my ability, employment history, and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staff, and other authorized employees of Hugh Helmlly Construction, Inc. for employment purposes. This consent shall continue to be effective during my employment if I am hired. I certify that to the best of my knowledge and belief all of the statements contained herein and on any attachments are **true, correct, complete, and made in good faith.**

SIGNATURE: \_\_\_\_\_ Date \_\_\_\_\_

Hugh Helmlly Construction, Inc., is an equal employment opportunity employer. It is the policy of Hugh Helmlly Construction, Inc., to afford equal employment opportunity to all individuals regardless of race, color, religion, sex, national origin, age, sexual orientation, disability, or disabled veteran, Vietnam era veteran, recently separated veteran, or other eligible veteran status.

Hugh Helmlly Construction, Inc., does not discriminate in any decision affecting employment or conditions of employment against any employee or applicant for employment because of any of these factors. All employment decisions are based on the principle of equal employment opportunity.