

Employer 2	From	To	Position
Address			Phone #
Hourly wage or Salary _____			
Starting pay / Final pay _____			
Supervisor Name _____			

Reason for Leaving

Employer 3	From	To	Position
Address			Phone #
Hourly wage or Salary _____			
Starting pay / Final pay _____			
Supervisor Name _____			

Reason for Leaving

Education

High School	Location	Diploma/Degree
College	Location	Diploma/Degree
Trade / Professional	Location	Diploma/Degree

Please list any special job-related skills and qualifications from employment or other experience

Personal

Yes _____ No _____ If under 18 years of age, can you provide proof of eligibility to work?

Yes _____ No _____ Have you ever been employed with us? If yes, when? _____

Yes _____ No _____ Do you have a relative or friend employed with us? If yes, who? _____

Yes _____ No _____ May we contact your present employer?

Yes _____ No _____ Have you ever been convicted of a crime other than a traffic violation? Conviction will not necessarily disqualify you from employment. If yes, please explain. _____

Yes _____ No _____ Are you a U.S. Citizen?

If no, does your immigration status permit you to work? Yes _____ No _____.

Proof must be provided: Visa, Green Card, Social Security, Driver’s License.

Yes _____ No _____ Are you currently on “layoff” status, subject to recall?

Availability Date _____ **Full Time** _____ **Part Time** _____

References Other than Previous Employers or Relatives

Providing this information gives Hibbert & McGee permission to contact the references listed below:

Name Address Phone #

Name Address Phone #

Name Address Phone #

Name Address Phone #

Applicant’s Acknowledgement

The applicant understands that neither this document nor any offer of employment from this employer constitutes an employment contract unless a specific document is executed in writing by Hibbert & McGee and the employee.

I certify that answers given in this application are true and complete to the best of my knowledge. I authorize investigation into all statements I have made on this application as may be necessary for reaching an employment decision.

In the event that I am employed, I understand that any false or misleading information I knowingly provided in my application, resume or interview(s) may result in discharge and/or legal action. I understand also that if employed, I am required to abide by all the rules and regulations of Hibbert & McGee and any special agreements reached between Hibbert & McGee and me.

Date

Signature

For Personnel Use Only

Arrange Interview: Yes _____ No _____

Comments: _____

