



Hepburn and Sons LLC

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer - All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

PERSONAL INFORMATION

Incomplete information could disqualify you from further consideration. Please complete all fields.

Name _____

Date _____

Address _____

E-mail Address _____

Home Phone # _____ Mobile Phone # _____

Are you eligible to work in the U.S? Yes No

What is your clearance status? _____

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.) Yes No

Have you ever been terminated from employment or asked to resign by an employer?
 Yes No

If yes, please provide company names and details. _____

Can you work any shift? Yes No

Can you work overtime, including weekends? Yes No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? Yes No

Emergency Contact Name/Relation _____

Emergency Contact Phone # _____

EMPLOYMENT DESIRED

Date you can start _____ Hourly Rate/Salary desired _____

Position desired _____

Are you currently employed? ____ If so may we inquire of your present employer? ____

REFERRAL SOURCE

How did you hear about us? Walk In Referral (name) _____

Advertisement Website Other _____

Have you ever worked for this company before? ____Yes ____No

Explain _____

Do you know anyone who works for our company? ____Yes ____No

If yes, who? _____

EDUCATION

Name and location of school

No. of yrs. Attended

Degree Received

Subjects studied/Major

High School

College or University

Trade, Business or Correspondence School

EMPLOYMENT HISTORY Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

1)		
<u>From-To</u>	<u>Employer Name</u>	<u>Telephone</u>

<u>Job Title</u>	<u>Immediate Supervisor and Title</u>	<u>Address</u>
<u>Summarize the nature of work performed and job responsibilities</u>		
<u>Reason for leaving</u>		
2)		
<u>From-To</u>	<u>Employer Name</u>	<u>Telephone</u>
<u>Job Title</u>	<u>Immediate Supervisor and Title</u>	<u>Address</u>
<u>Summarize the nature of work performed and job responsibilities</u>		
<u>Reason for leaving</u>		
3)		
<u>From-To</u>	<u>Employer Name</u>	<u>Telephone</u>
<u>Job Title</u>	<u>Immediate Supervisor and Title</u>	<u>Address</u>
<u>Summarize the nature of work performed and job responsibilities</u>		
<u>Reason for leaving</u>		
4)		
<u>From-To</u>	<u>Employer Name</u>	<u>Telephone</u>
<u>Job Title</u>	<u>Immediate Supervisor and Title</u>	<u>Address</u>

<u>Summarize the nature of work performed and job responsibilities</u>		
<u>Reason for leaving</u>		
5)		
<u>From-To</u>	<u>Employer Name</u>	<u>Telephone</u>
<u>Job Title</u>	<u>Immediate Supervisor and Title</u>	<u>Address</u>
<u>Summarize the nature of work performed and job responsibilities</u>		
<u>Reason for leaving</u>		

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain.

Computer Skills (please describe): _____

REFERENCES Give the names of three persons not related to you, whom you have known at least three (3) years.

Name	Address, Phone, Email	Company	Years Acquainted
1			
2			
3			

Please read carefully before signing.

Hepburn and Sons LLC is an equal opportunity employer. Hepburn and Sons LLC does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Hepburn and Sons LLC to hire me. If I am hired, I understand that either Hepburn and Sons LLC or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Hepburn and Sons LLC has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Hepburn and Sons LLC true and complete information on this application. No requested information has been concealed. I authorize Hepburn and Sons LLC to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date _____ Signature _____

THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE SIGNED/DATED ABOVE.