

E M P L O Y M E N T A P P L I C A T I O N

PLEASE PRINT THE INFORMATION REQUESTED ON BOTH PAGES AND SIGN THE BOTTOM OF THE APPLICATION.

Last Name		First Name		Middle Initial	
Number and Street		Apt.	City	State	Zip
E-mail		Telephone Number (including area code)			
Type of Position Desired	Location	Starting Salary Expected	Do you prefer <input type="radio"/> Full-time <input type="radio"/> Part-time <input type="radio"/> Temporary <input type="radio"/> Summer <input type="radio"/> On-Call		
How did you hear about this position?		Are you younger than 18? <input type="radio"/> Yes <input type="radio"/> No		If yes, can you, if offered employment at HWLLC, submit a minor's work permit, if required by state law?	

EDUCATIONAL BACKGROUND

Name of School	Location	Did you Graduate?	Diploma/Degree	Major
High School		<input type="radio"/> Yes <input type="radio"/> No		
College		<input type="radio"/> Yes <input type="radio"/> No		
Post Graduate		<input type="radio"/> Yes <input type="radio"/> No		
Business, trade or other		<input type="radio"/> Yes <input type="radio"/> No		

List any professional certifications you hold

What software programs are you proficient at using?

List name(s) of relative, spouse, or significant other working at HWLLC or any subsidiary or affiliate.

Name of Relative	Organization	Position

Have you ever been convicted or pleaded guilty to any criminal offense (before a court or by military court martial?) Yes No
 If yes, please explain and indicate the county, state and date of conviction. _____

If hired, your responses may be verified by a criminal check. Conviction of a criminal offense does not automatically bar a person from employment at HWLLC or any subsidiary or affiliate. Factors such as federal, state, or local requirements, the relationship of the offense to the employment, the length of the time since the offense and the seriousness and nature of the violation will be taken into account.

Are you legally eligible to work in the United States for any employer? Yes No

Were you ever employed by HWLLC or any subsidiary or affiliate? If yes, complete employment history on the next page. Yes No

Have you ever performed services for HWLLC or any subsidiary or affiliate while employed through a temporary-help agency, or as a contractor? If yes, please explain. Yes No

Federal, State and/or local law prohibits discrimination in hiring and employment on the basis of age, color, disability, marital status, national origin, race, sex, religion, veteran status, citizenship status, sexual orientation, or other legally protected categories.

EMPLOYMENT RECORD This section **MUST be completed entirely**. HWLLC reserves the right to verify all information including salary. List all periods of employment, including military service, for the past ten years (or last three employers). Start with your most recent positions and note any periods of unemployment.

May we contact your present employer? Yes No

Present or last employer	Date (Mo./Yr.) From To	Position	Final salary
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Address _____

Duties _____

Immediate Supervisor	Telephone	Reason for Leaving	
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Previous employer	Date (Mo./Yr.) From To	Position	Final salary
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Address _____

Duties _____

Immediate Supervisor	Telephone	Reason for Leaving	
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Previous employer	Date (Mo./Yr.) From To	Position	Final salary
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Address _____

Duties _____

Immediate Supervisor	Telephone	Reason for Leaving	
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PROFESSIONAL BUSINESS REFERENCES *Individuals qualified to give an opinion of your ability and experience.*

Name	Employer	Position	Address and Telephone

Please read the following statements carefully. We will consider you for employment after you sign this application.

- The information I have provided on this application is accurate to the best of my knowledge and subject to verification by HWLLC or any subsidiary or affiliate. I understand that any misrepresentation or omission of fact on my application or resume will be justification for refusal to employ me or for termination of my employment without notice by HWLLC or any subsidiary or affiliate. I understand that should this application or criminal record check reveal a conviction of a crime, HWLLC reserves the right to terminate further processing of this application or my employment if hired. Factors such as federal, state, or local statutory requirements, the relationship of the offense to employment, the length of time since the offense, and the seriousness and nature of the violation will be taken into account.
- I understand that this employment application is not a contract of employment. I further understand that if I am hired I will be an employee-at-will and that I may voluntarily leave employment at any time for any reason and may be terminated by the employer at any time for any reason.
- I understand that:
 - If employed, I shall sign a Confidentiality Agreement in which I will agree to protect HWLLC or any subsidiary or affiliate's confidential information. This agreement also sets forth the conditions under which HWLLC or any subsidiary or affiliate is assigned the entire right, title and interest to inventions or ideas while at HWLLC or any subsidiary or affiliate's employ.
 - The Immigration Reform and Control Act of 1986 requires that every individual hired be authorized to work in the United States. I understand that if offered employment, I will be required to present proper documentation of my work eligibility and identification.
 - If employed, I shall sign an Employee Reference Manual Acknowledgement, and I must at all times comply with HWLLC or any subsidiary or affiliate's policies, standards of work performance and business conduct.

Signature of Applicant _____ Date _____