

## EMPLOYMENT APPLICATION

Habegger is an Equal Opportunity Employer. Persons are recruited, hired, assigned and promoted without regard to race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability or protected veteran status, or any other characteristic protected by local, state or federal laws, rules or regulations. It is the policy of Habegger to provide reasonable accommodations for employees or applicants for employment. If you need assistance or accommodations in the application process please inform Habegger of such need. Employment opportunities will not be denied to anyone because of the need to make reasonable accommodations. Questions on this application form are designed to meet Habegger's policy as an Equal Opportunity Employer

Please answer all questions completely. Please do not provide any information not specifically requested on this Employment Application form.

### PERSONAL

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Country \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_\_) \_\_\_\_\_

Cell/Mobile Phone (\_\_\_\_\_) \_\_\_\_\_ Other Phone (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

Position(s) Applied For \_\_\_\_\_

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

Are you age 18 or over?  Yes  No

Willing to Relocate?  Yes  No

How did you hear about us? \_\_\_\_\_

Are you available to work?  Full-time  Part-Time  Shift Work

Do you have a reliable method of transportation to and from work?  Yes  No

Are you willing to work on weekends?  Yes  No

Are you willing to work overtime?  Yes  No

Can you travel if the job requires it?  Yes  No

Do you have a geographic preference?  Yes  No If yes, please specify \_\_\_\_\_

Date Available to Start: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

Have you ever been previously employed here?  Yes  No

If yes, list dates employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Have you filed an Application with Habegger before?  Yes  No If yes, date \_\_\_\_\_

Do you have any relatives employed by this organization?  Yes  No

If yes, give name and title: \_\_\_\_\_

## EDUCATION

### 1. High School

School/Institution Name \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Country \_\_\_\_\_

Did you Graduate?  Yes  No  Currently Enrolled

Major/Area of Study \_\_\_\_\_ GPA \_\_\_\_\_ Degree \_\_\_\_\_

### 2. College/University

School/Institution Name \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Country \_\_\_\_\_

Did you Graduate?  Yes  No  Currently Enrolled

Major/Area of Study \_\_\_\_\_ GPA \_\_\_\_\_ Degree \_\_\_\_\_

### 3. Graduate School

School/Institution Name \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Country \_\_\_\_\_

Did you Graduate?  Yes  No  Currently Enrolled

Major/Area of Study \_\_\_\_\_ GPA \_\_\_\_\_ Degree \_\_\_\_\_

**4. Business/Trade School**

School/Institution Name \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Country \_\_\_\_\_

Did you Graduate?  Yes  No  Currently Enrolled

Major/Area of Study \_\_\_\_\_ GPA \_\_\_\_\_ Degree \_\_\_\_\_

**5. Other**

School/Institution Name \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Country \_\_\_\_\_

Did you Graduate?  Yes  No  Currently Enrolled

Major/Area of Study \_\_\_\_\_ GPA \_\_\_\_\_ Degree \_\_\_\_\_

**WORK EXPERIENCE**

Begin with present or most recent employer and list prior employers

May we contact your present employer?  Yes  No

1. Name of Employer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Country \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Full-time  Part-time  Temporary

Your Job Title \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Title \_\_\_\_\_

Describe Major Duties \_\_\_\_\_

\_\_\_\_\_

Reason For Leaving \_\_\_\_\_

2. Name of Employer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Country \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Full-time  Part-time  Temporary

Your Job Title \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Title \_\_\_\_\_

Describe Major Duties \_\_\_\_\_

Reason For Leaving \_\_\_\_\_

3. Name of Employer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Country \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Full-time  Part-time  Temporary

Your Job Title \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Title \_\_\_\_\_

Describe Major Duties \_\_\_\_\_

Reason For Leaving \_\_\_\_\_

4. Name of Employer \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State/Province \_\_\_\_\_  
Country \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_  
Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_  
 Full-time    Part-time    Temporary  
Your Job Title \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Supervisor's Title \_\_\_\_\_  
Describe Major Duties \_\_\_\_\_  
Reason For Leaving \_\_\_\_\_

**MILITARY SERVICE**  
Branch \_\_\_\_\_ Highest Rank Attained \_\_\_\_\_  
Duties \_\_\_\_\_  
Start Date \_\_\_\_\_ End Date \_\_\_\_\_

**REFERENCES - Give the name, address and phone number of three PROFESSIONAL references.**  
Name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
Company \_\_\_\_\_  
Name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
Company \_\_\_\_\_  
Name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
Company \_\_\_\_\_

I understand and agree that if employed, I may be required to submit to future drug and/or alcohol screening should I become involved in a work-related accident and/or should my employer have reasonable suspicion that I am impaired from performing my normal job duties. I also understand and agree that if employed, I may be required to submit to a random drug screening program. I understand that failure to willingly submit to a mandated drug test will result in immediate termination. Detection of illegal use of controlled substances and/or reporting to work under the influence of alcohol will be cause for discipline up to and including termination. Providing an unsuitable sample for a mandated drug test may also be grounds for termination. I agree to waive any and all claims, whether known or unknown at this time, I may have against Habegger or any employee of said company for acting on drug and/or alcohol screen results. **Please Initial** \_\_\_\_\_

### **STATEMENT OF UNDERSTANDING**

I understand that the Company will rely, in part, on the information I provide in this Employment Application in considering whether to hire me. I understand that it is important that I provide complete and accurate information and certify that I have done so. If the Company discovers at any time that I failed to completely and honestly provide any information requested of me in this Employment Application or during the interview process, I understand that my application will no longer be considered or, if I am working for the Company, that I will be subject to disciplinary action, up to and including termination of employment.

I authorize the Company to contact my references, former employers, and educational institutions except as I have indicated otherwise on this application, and to investigate all statements I have made herein and I release both the Company and all parties contacted from any liability related to such investigation.

I recognize that the Company's willingness to receive my application for employment does not necessarily mean there are any positions currently available and agree that such acceptance does not obligate the Company in any way.

I understand that if an offer of employment is made to me, it shall be contingent upon my completion of a physical examination, which may include any and all tests and procedures, including a drug screen and criminal background check, determined by Habegger to be helpful in evaluating my suitability for employment.

I understand that certain positions may require me to sign an employee agreement. My refusal to sign the agreement will result in withdrawing the offer of employment.

I understand that in connection with my candidacy for employment with the Company, the Company will not inquire about or otherwise prompt me to disclose my salary history. I further understand that I may voluntarily disclose my salary history (in whole or in part) to the Company and I consent to the Company's verification of my salary history should I receive an offer of employment.

If I am employed, I agree to abide by Company policies, rules and regulations. I also recognize that my employment unless otherwise specified in writing in a document signed by both me and the President and/or CEO of Habegger is not for any fixed duration, that the Company reserves the right to make changes in my job from time to time, and that both the Company and I have the freedom to terminate the employment relationship "at will" at any time.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_