

# Highball Fabricators

## Job Application

PERSONAL INFORMATION			
Last Name	First Name	Middle	Date
Street Address		Home Telephone	
City, State, Zip		Business Telephone	
How long have you lived at this address?		Social Security #	
How long at previous address?		Are you over the age of 18? ⇒ Yes ⇒ No	
Have you ever applied with us before? ⇒ Yes (If yes: Month/ Year) ____/____ ⇒ No		Have you ever been employed by us? ⇒ Yes (If yes: Month/ Year) ____/____ ⇒ No	
<b>Position Desired:</b> (Circle one)    Full-time    Part-time    Temporary    Seasonal			
<b>Referral Source</b> (Circle one)    Advertisement    Employee    Relative    Other_____			
Are you legally eligible for employment in the United States? ⇒ Yes ⇒ No (Proof of U.S. citizenship, immigration status, or eligibility to work will be required prior to starting work.)			

EDUCATION					
School	Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate?	Degree or Diploma
College					
Business/ Trade Technical					
High School					

REFERENCES	
Give names and telephone numbers of three references not related to you.	
Name	Telephone Number

EMPLOYMENT HISTORY		
1	Company Name	Telephone
	Address	Employed (Month & Year) From:                      To:
	Name of Supervisor	Weekly Pay Start:                      Last:
	Job Title and Description of Work	Reason for Leaving
2	Company Name	Telephone
	Address	Employed (Month & Year) From:                      To:
	Name of Supervisor	Weekly Pay Start:                      Last:
	Job Title and Description of Work	Reason for Leaving
3	Company Name	Telephone
	Address	Employed (Month & Year) From:                      To:
	Name of Supervisor	Weekly Pay Start:                      Last:
	Job Title and Description of Work	Reason for Leaving
4	Company Name	Telephone
	Address	Employed (Month & Year) From:                      To:
	Name of Supervisor	Weekly Pay Start:                      Last:
	Job Title and Description of Work	Reason for Leaving
<b>DO NOT CONTACT</b>		
Employer Name(s) and Number(s)		<b>We may contact the employers listed above unless you clearly indicate otherwise.</b>
Reason		

### REASON FOR HIRING

Why do you want to work for this company?

Explain how you would be an asset to this company:

### SPECIAL SKILLS AND QUALIFICATIONS

Summarize any job-related skills and qualifications you have acquired (customer service, machine operation, etc.):

### NAMES OF RELATIVES AND FRIENDS WORKING FOR US

### FOR DRIVING POSITIONS

Do you have a current valid driver's license?

- ⇒ Yes
- ⇒ No

State:

License #:

Expiration Date:

Has your driver's license ever been revoked?

- ⇒ Yes
- ⇒ No

If yes, explain:

Have you ever been cited for DUI or DWI?

- ⇒ Yes
- ⇒ No

Please list all moving traffic violations in the last five (5) years.

### EMERGENCY CONTACT INFORMATION

Name

Relationship

Address

Home Phone

Work Phone

APPLICANT'S STATEMENT	
<p>I understand that nothing in this application is intended to imply or create an employment relationship or contract for employment.</p> <p>I further understand that if hired, my employment is at-will and can be terminated at any time, with or without notice, for any reason. I also understand that while personnel policies, programs, and procedures may of necessity change from time to time, any change in the at-will nature of my employment must be made in writing and signed by a designated authorized representative of Highball.</p> <p>I hereby authorize investigation of all statements contained in this application as may be necessary to arrive at an employment decision.</p> <p>I certify that the information I have supplied in this application is true and complete to the best of my knowledge, and I understand that any deliberate falsifications, misrepresentations, or factual omissions may be grounds for rejection of my application or dismissal from subsequent employment.</p>	
Signature of Applicant:	Date:

FOR PERSONNEL DEPARTMENT USE ONLY	
Interviewed By:	Date:
Comments:	
Employed? ⇒ Yes ⇒ No	Date of Employment:  Department:
Salary:	Review Date:
REFERENCE CHECKS	
Employer Contacted	Remarks
Person Contacted	Remarks

