



Employment Application Form

<p>PLEASE PRINT ALL INFORMATION REQUESTED</p> <p>PLEASE WRITE CLEARLY WITH BLACK PEN</p>	<p>Office Use</p> <p>Hire Date: _____</p> <p>Position: _____</p> <p>Pay rate: _____</p>
--	--

PLEASE COMPLETE PAGES 1-4

NAME				DATE	
Last	First	Middle	Maiden		
Present address					
Number	Street	City	State	Zip	
How long at present address:					
Telephone: () _____			Email: _____		
If under 18, please list age _____					
Position applied for _____			Days/hours available to work		
Salary desired _____			Mon _____ Tue _____ Wed _____ Thurs _____ Fri _____ Sat _____ Sun _____ No Pref _____		
How many hours can you work weekly?			Can you work nights?		
Employment desired					
<input type="checkbox"/> FULL-TIME ONLY		<input type="checkbox"/> PART-TIME ONLY		<input type="checkbox"/> FULL- OR PART-TIME	
When available to start work?					

Please list two professional references other than relatives.	
Name	Name
Position	Position
Company	Company
Address	Address
Telephone () _____	Telephone () _____

DO YOU HAVE A DRIVER'S LICENSE? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What is your means of transportation to work?	
Driver's license number _____ State Issued _____ <input type="checkbox"/> Class Type _____ <input type="checkbox"/> Commercial <input type="checkbox"/> Other, please state _____	
Expiration date _____	
Have you had any accidents during the past three years? _____	How many? _____
Have you had any moving violations during the past three years? _____	How Many? _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? <input type="checkbox"/> No <input type="checkbox"/> Yes	
If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed	



Employment Application Form

EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				
Other				

Work Experience

Please list your work experience for the **past five years** beginning with your most recent job held.
If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Street Address				Name of last supervisor	Employment dates	Pay or salary
City, State, Zip Code					From To	Start Final
Phone number				Your last job title		
Reason for leaving (be specific)						
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.						
Name of employer Street Address				Name of last supervisor	Employment dates	Pay or salary
City, State, Zip Code					From To	Start Final
Phone number				Your last job title		
Reason for leaving (be specific)						
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.						
Name of employer Street Address				Name of last supervisor	Employment dates	Pay or salary
City, State, Zip Code					From To	Start Final
Phone number				Your last job title		
Reason for leaving (be specific)						
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.						



Employment Application Form

Work Experience (cont't)

Name of employer Street Address	Name of last supervisor	Employment dates	Pay or salary
City, State, Zip Code		From To	Start Final
Phone number	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Name of employer Street Address	Name of last supervisor	Employment dates	Pay or salary
City, State, Zip Code		From To	Start Final
Phone number	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

TECHNICAL SKILLS	
Microsoft Office <input type="checkbox"/> Yes <input type="checkbox"/> No If "YES" which applications: _____	
Point of Sale System (if Yes, Name) _____	
Personal Computer <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PC <input type="checkbox"/> Mac	Other Skills _____

MILITARY	
HAVE YOU EVER BEEN IN THE ARMED FORCES? <input type="checkbox"/> Yes <input type="checkbox"/> No Rank: _____	Specialty: _____
Date Entered: _____	Date Discharge: _____

May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

By signing below, I certify that all information is correct to the best of my knowledge. Please print name: _____ Signature: _____ Date: _____
--



Employment Application Form

PLEASE READ CAREFULLY

I have submitted the attached form to Highrail for the purpose of obtaining employment. I acknowledge that the use of this form, and my filling it out, does not indicate that any positions are open, nor does it obligate Highrail to further process my application.

My signature below attests to the fact that the information that I have provided on my application, resume, given verbally, or provided in any other materials, is true and complete to the best of my knowledge and constitutes authority to verify any and all information submitted on this application. I understand that any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, termination from Highrail's employ.

I also affirm that I have not signed any kind of restrictive document creating any obligation to any former employer that would restrict my acceptance of employment with Highrail in the position I am seeking.

I understand that this application is not an employment contract for any specific length of time between Highrail and me, and that in the event I am hired, my employment will be "at will" and either Highrail or I can terminate my employment with or without cause and with or without notice at any time. Nothing contained in any handbook, manual, policy, and the like, distributed by Highrail to its employees is intended to or can create an employment contract, an offer of employment or any obligation on Highrail's part. Highrail may, at its sole discretion, hold in abeyance or revoke, amend, or modify, abridge, or change any benefit, policy practice, condition or process affecting its employees.

References: I hereby authorize Highrail and its agents to make such investigations and inquiries into my employment and educational history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, and other persons from all liability in responding to inquires connected with my application and I specifically authorize the release of information by any schools, businesses, individuals, services, or other entities listed by me in this form. Furthermore, I authorize Highrail and its agents to release any reference information to clients who request such information for purposes of evaluating my credentials and qualifications.

Social Security Number (To Be Provided After Hire): _____ DOB: _____

Please print name: _____

Signature: _____ Date: _____

Highrail is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age, or disability. We assure you that your opportunity for employment at Highrail depends solely on your qualifications.