

# **HICON Inc.**

## **Application for Employment**

Date \_\_\_\_\_

**Personal Information:**

<b>Name</b>			<b>Social Security Number</b>
	First	Middle	Last

**Present address**

	Number	Street	City	State	Zip
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**Home Phone:** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

**In case of Emergency Notify**

Name	Address	Phone

**Employment Desired:**

**Position (s)** \_\_\_\_\_ **Date you can Start** \_\_\_\_\_

**Are you employed now?** \_\_\_\_\_ **If so, can we inquire of your present employer?** \_\_\_\_\_

**Have you ever worked for us before?** \_\_\_\_\_ **If yes, when?** \_\_\_\_\_

What employment conditions are you willing to accept?  Full Time  Part Time

Did anyone refer Hicon Inc. to you? \_\_\_\_\_ (Name)

**Education:**

School Level	School Name/Location	No Years Completed	Did you Graduate	Subjects Studied
Grade School Grades (1-8)				Not Applicable
High School				
College				
Graduate/ Professional				
Trade/ Business School				

This application will remain in effect for 60 days. Anyone who wishes to be considered for openings that may occur after that date must re-apply.

# Application for Employment

**Former Employers: (List the last four employers, starting with the most current)**

**1. Company:**

Name Address City State Zip

**Hourly Wage:** Job Title

**Name of Supervisor** May we contact them? Y / N Phone

**Dates Employed:** Reason for leaving

**Description of work**

**2. Company:**

Name Address City State Zip

**Hourly Wage:** Job Title

**Name of Supervisor** May we contact them? Y / N Phone

**Dates Employed:** Reason for leaving

**Description of work**

**3. Company:**

Name Address City State Zip

**Hourly Wage:** Job Title

**Name of Supervisor** May we contact them? Y / N Phone

**Dates Employed:** Reason for leaving

**Description of work**

**4. Company:**

Name Address City State Zip

**Hourly Wage:** Job Title

**Name of Supervisor** May we contact them? Y / N Phone

**Dates Employed:** Reason for leaving

**Description of work**

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**References: (Give three people not related to you that you have known for at least a year)**

<b>Name</b>	<b>Address</b>	<b>Phone Number</b>	<b>Years acquainted</b>
			1, 2, 3, 4, 5 or more

**Special Study, Training, Skills:** \_\_\_\_\_

**Subjects of special study** \_\_\_\_\_

**Special Training/Skills** \_\_\_\_\_

**Equipment/Machinery you can operate** \_\_\_\_\_

**Do you have any special training or skills acquired in U.S. Military service relevant to the job for which you are applying?** \_\_\_\_\_ **If yes, what branch?** \_\_\_\_\_

**If yes, what training or skills?** \_\_\_\_\_

**Are you at least 18 years old?** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**Are you legally authorized to work in the US?** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**Have you ever been convicted of a Felony?** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**If yes, please describe** \_\_\_\_\_

**Have you been convicted of a moving violation for driving in the last five years?** \_\_\_\_\_

**If yes, please describe** \_\_\_\_\_

2 Pursuant to the Immigration Reform and Control Act of 1986 if you are offered a position of employment you will be required to furnish documents verifying your eligibility to work in the United States.

3 A Conviction will not automatically exclude you from employment. Factors such as age of the offense, the seriousness and nature of violation(s) and rehabilitation will be taken into account. Any exclusion from employment based on criminal background will be job related and consistent with business necessity.