

# HUNTWOOD INDUSTRIES

## Employment Application

Today's Date: \_\_\_\_\_

Welcome to Huntwood Industries!

Thank you for your interest in working for Huntwood. Our goal is to hire people who desire to grow with us and help to make Huntwood a success story in the industry. Please take a few moments to familiarize yourself with the application process:

1. Please carefully read the information below regarding our hiring process. **Each participant must complete his / her own application!** Please make sure the application is fully completed, even if you attach a resume. No incomplete applications will be accepted. Note: The completed application is not a contract for employment.
2. After review of your application, you may be invited for an interview/s. This may be done one-on-one, in teams, or by a group panel. You may also be asked to return for follow-up interviews.
3. Internal candidates are sometimes considered along with external candidates.
4. Due to the number of applications processed / received, we may not be able to contact each individual applicant not selected. You may however contact us regarding your application status.
5. Applications are kept on file for 60 days, after which time you would be required to complete a new application to be considered for employment.
6. Huntwood is an Equal Opportunity, drug free Employer. **Please do not complete this application process if you would not be able to successfully pass a drug screen.**
7. The Company is committed to providing the safest work environment possible. If offered employment, you will be required to pass a drug screen before beginning work. We may also conduct background checks, and other testing to determine fitness for employment.
8. We strongly believe that hiring is a two-way process. If an interview takes place, we encourage you to ask questions and we will do our best to answer them.
9. If you understand and agree to the above terms, and are at least 18 years of age. Please **initial** and begin to complete the application below.

### APPLICANT INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_  
Street Address \_\_\_\_\_ Apt./Unit # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_  
Date Available \_\_\_\_\_ Desired Wage/Sal \_\_\_\_\_  
Position Applied for \_\_\_\_\_

### PLEASE ANSWER THE FOLLOWING QUESTIONS

1. How did you hear about Huntwood Industries?  Newspaper  Walk-In  Internet Posting  Other: \_\_\_\_\_  
 Friend: If so, who? \_\_\_\_\_
2. Have you or any of your relatives worked for Huntwood industries before? YES  NO  If yes, Who? \_\_\_\_\_  
Relation: \_\_\_\_\_ When employed: \_\_\_\_\_
3. Do you meet our minimum age requirements? YES  NO
4. Why do you want to work for Huntwood? \_\_\_\_\_

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5. Can you provide the required documents that authorize you to work in the U.S.? YES  NO

6. Have you been convicted of a felony in the last 7 years? YES  NO

If yes, please explain in detail \_\_\_\_\_

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**Disclaimer: Felony conviction will not necessarily disqualify you from employment.**

7. In your opinion, if an employees' car breaks down, is that an acceptable reason to be absent from work? YES  NO

Please explain: \_\_\_\_\_

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8. What is your current employment status?

Student       Homemaker       Unemployed       Employed / Full-Time       Employed / Part-Time

9. How many different employers have you had in the past five (5) years? \_\_\_\_\_

10. If you are not currently employed, why did you leave your last job? \_\_\_\_\_

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11. What are the three (3) most important things you are looking for in a job?

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

12. List three (3) things that motivate you most in your work:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

13. What is your overall career objective? \_\_\_\_\_

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14. If hired, what skills and/or qualities would you bring to Huntwood?

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

15. Looking back on your work history; What have you enjoyed the most and why?

- a. \_\_\_\_\_

17. What have you enjoyed the least and why?

- a. \_\_\_\_\_

b. \_\_\_\_\_ b. \_\_\_\_\_  
 c. \_\_\_\_\_ c. \_\_\_\_\_

**EDUCATION**

**High School**

Address \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_ Did you graduate/ GED? YES  NO  Degree \_\_\_\_\_

**College**

Address \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_ Did you graduate? YES  NO  Degree \_\_\_\_\_

**Other**

Address \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_ Did you graduate? YES  NO  Degree \_\_\_\_\_

**REFERENCES**

*Please list three professional references*

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_  
 Company \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Address \_\_\_\_\_

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_  
 Company \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Address \_\_\_\_\_

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_  
 Company \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Address \_\_\_\_\_

**PREVIOUS EMPLOYMENT** *(at least the last seven (7) years – list the most recent first)*

From mm/dd/yyyy To mm/dd/yyyy Reason for Leaving \_\_\_\_\_  
 May we contact your previous supervisor for a reference? YES  NO   
 Company \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Address \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Job Title \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Responsibilities

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From mm/dd/yyyy To mm/dd/yyyy Reason for Leaving \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Responsibilities

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From mm/dd/yyyy To mm/dd/yyyy Reason for Leaving \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Responsibilities

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From mm/dd/yyyy To mm/dd/yyyy Reason for Leaving \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Responsibilities

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From mm/dd/yyyy To mm/dd/yyyy Reason for Leaving \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title _____	Starting Salary _____	\$	Ending Salary _____	\$
Responsibilities _____ _____				
<hr/>				
From _____	To _____	Reason for leaving? _____		
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>				
Company _____	Phone _____	(    ) _____		
Address _____	Supervisor _____	_____		
Job Title _____	Starting Salary _____	\$	Ending Salary _____	\$
Responsibilities _____ _____				

**DISCLAIMER AND SIGNATURE**

*Please read and sign only if you agree to the terms stated:*

1. I hereby affirm the following information provided in this application, and on any accompanying forms, letters, and/or resume, is true and complete. I also agree and understand that any false information or significant omissions may disqualify me from consideration for employment or may result in my immediate dismissal.
2. I authorize Huntwood Industries to investigate my background thoroughly, including a full credit report, and agree to assist in such investigation.
3. I release and hold harmless, and promise not to claim damages from any of my prior employers or references listed above for providing information.
4. I agree to submit to any drug or alcohol test that will be required by Huntwood Industries for hiring or continued employment. I understand that the test must be completed within 24 hours of an offer of employment. I understand that refusal to take such tests will result in a denial of employment and, if tested after being hired, may result in my termination. I also authorize the administrating company or physician to release the test results to Huntwood Industries.
5. I understand that any offer of employment may be conditional upon an investigation into my criminal convictions on record with local, state, and/or federal law enforcement authorities.
6. I understand that, if hired, my employment is not for any specific period or duration and is terminable *AT WILL* by Huntwood Industries or myself at any time with or without cause or notice.
7. I understand that this application is not a contract for employment.
8. I agree to, if hired, present personal photo identification and proof of my U.S. citizenship or documentation of my authorization to work in the U.S. promptly upon any offer of employment. I understand that I will not begin employment until such documentation is presented and that failure to do so may result in a withdrawal of any offer.
9. I understand that employment may be contingent upon a post-offer physical exam by a doctor. If such an exam is deemed necessary by Huntwood Industries, I authorize the examining doctor, clinic, or organization to release to Huntwood Industries any information requested to assess my ability to perform essential work functions or to assess potential risk of injury to myself or others.

Signature \_\_\_\_\_

Date \_\_\_\_\_