

Hunt Industries

5426 Inner Perimeter Rd. ♦ Valdosta, Georgia 31601 ♦ Telephone: 229-244-6707 ♦ FAX: 229-244-9376

Application for Employment

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, or handicap.

Position Applied For:	Pay Expected:	Date of Application:
Last Name:	First Name:	Middle Name:
Address:	City, State:	Zip Code:
Telephone Number(s): Home: Cellular:	Date of Birth:	Social Security Number:
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married	Are you available to work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Are you able to travel if the job requires it? <input type="checkbox"/> Yes <input type="checkbox"/> No

Can you speak, read and understand English?

Yes No

Have you ever been employed with us before?

Yes No

If yes, give date

Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status?

Yes No

Proof of citizenship or immigration status will be required upon employment.

Have you been convicted of a felony within the last 7 years?

Yes No

Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain: _____

Are you related by blood or marriage to anyone presently employed by Hunt Industries?

Yes No

If yes, give name: _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

School	Name and Location of School	Course of Study	Years Completed	Did you Graduate?	Degree or Diploma
College					
Business / Trade / Technical					
High School					
Elementary					

EMPLOYMENT EXPERIENCE

Company Name:	Telephone:
Address:	Employed (Month and Year) From: To:
Name of Supervisor:	Pay Rate: Starting: Ending:
State job title and describe your work:	Reason for Leaving:

Company Name:	Telephone:
Address:	Employed (Month and Year) From: To:
Name of Supervisor:	Pay Rate: Starting: Ending:
State job title and describe your work:	Reason for Leaving:

Company Name:	Telephone:
Address:	Employed (Month and Year) From: To:
Name of Supervisor:	Pay Rate: Starting: Ending:
State job title and describe your work:	Reason for Leaving:

May we contact the above listed employers regarding your employment record? Yes No

Have you ever been dismissed or forced to resign from any job? Yes No

If so, please explain below: _____

MILITARY SERVICE

Have you ever served in the U. S. Armed Forces?

Yes

No

If so, what branch? _____

Date of Service: From _____ To _____

Entering Rank: _____

Discharge Rank _____

SPECIAL SKILLS AND QUALIFICATIONS

Summarize any special training, skills, licenses or certifications you have acquired from employment, military service, or other experiences that are related to the position for which you are applying.

List all machines / equipment you can successfully operate (computers, software programs, etc.)

EXPERIENCE AND QUALIFICATIONS – DRIVER

Applicants with CDL Licenses are required to furnish a list of vehicle traffic violations prior to hire and every 12 months thereafter.

Driver Licenses	State	License #	Type	Expiration Date

DRIVING EXPERIENCE

Class of Equipment	Type of Equipment (Van, Tank, Flat, etc.)	Dates		Approximate Number of Miles (Total)
		From	To	
Straight Truck				
Tractor and Semi-Trailer				
Tractor – Two Trailers				
Other				

ACCIDENT RECORDS FOR PAST THREE YEARS OR MORE (Attach sheet if more space is needed)

Dates		Nature of Accident (Head-on, Rear-end, Upset, etc.)	Fatalities	Injuries
Last Accident				
Next Previous				
Next Previous				

TRAFFIC CONVICTIONS AND FORFEITURES FOR THE PAST THREE YEARS

(Other than parking violations)

Location	Date	Charge	Penalty

- A. Have you ever been denied a license, permit, or privilege to operate a motor vehicle? Yes No
- B. Has any license, permit, or privilege ever been suspended or revoked? Yes No

If the answer to either A or B is yes, attach statement giving details.

REFERENCES

List three persons you authorize the Corporation to contact, who are not related to you, and who have knowledge of your qualifications for the position for which you are applying.

1. Name: _____ Telephone: _____
Address: _____
2. Name: _____ Telephone: _____
Address: _____
3. Name: _____ Telephone: _____
Address: _____

I do hereby request and authorize this company, any person or persons, each former employer, or any firm or corporation referred to in this application to give any information or answer all questions asked concerning my ability, work, or moral character in connection with this application.

I understand that neither this employment application nor any other written or oral statements consummate a contract of employment between Hunt Construction Company and me and our employment relationship is terminable by either part at any time. I agree to conform to the rules and regulations of Hunt Construction Company and that my employment compensation may be terminated with or without notice at any time at the option of either party without liability. I understand and agree that if employed my employment is for an indefinite period of time and that I have the right to terminate my employment.

I hereby certify that the above information is true and complete and agree any false statement may be grounds for immediate dismissal whenever discovered.

Signature _____

Date _____

Witness _____

Date _____

PERSONNEL DEPARTMENTAL USE ONLY

Interview: Yes No

Remarks: _____

Employed: Yes No

Date of Employment: _____

Job Title: _____

Hourly Rate / Salary: _____ Department: _____

By: _____ Date: _____

Test Results

Test Administered	Analysis and Comments

Reference Check

Employer	Person Contacted	Results