



Employment Application

HR Associates Personnel Service is an Equal Opportunity Educational Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

PLEASE PRINT and complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (Don't just indicate "See Resume"). Applications with missing or invalid job numbers will not be considered for any position.

Position Applying For:	Name (Last, First, Middle)			Additional Maiden or Nicknames used:	
Street Address:		City, State, & Zip			
Social Security Number:		Cell Phone:	Emergency Phone:	Additional Phone:	
Are you eligible to work in the United States?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you 18 years of age?		<input type="checkbox"/> Yes <input type="checkbox"/> No		If No, what is your current age?	
Date you are available?	1 st <input type="checkbox"/>	8 hours <input type="checkbox"/>	Available days you can work:		
	2 nd <input type="checkbox"/>	10 hours <input type="checkbox"/>			
	3 rd <input type="checkbox"/>	12 hours <input type="checkbox"/>	Mon, Tues, Wed, Thur, Fri, Sat, Sun		
Have you ever been convicted of a crime?		<input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, please explain:	
Are you related to any current employee?		<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, their name and relationship to you?	
Do you have your own transportation?		<input type="checkbox"/> Yes <input type="checkbox"/> No		Driver's License No. and Expiration Date:	
How did you hear about this employment opportunity with HR Associates? (Check All That Apply)					
<input type="checkbox"/> Online Job Post <input type="checkbox"/> Website <input type="checkbox"/> Referral by Employee <input type="checkbox"/> Indeed <input type="checkbox"/> Craigslist <input type="checkbox"/> Glassdoor <input type="checkbox"/> Walk-In <input type="checkbox"/> Other _____					

Education

Name of School	City/State	Did you Graduate?	If No, # of Years Left to Graduate?	If Yes, date of Graduation?	Degree/Certification Received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				

Employment Application (continued)

Other credentials/licenses/professional affiliations, etc., which are relevant to the job(s) for which you are applying.

Skills: Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software of which have a working knowledge. Please note your level of proficiency, basic, intermediate, or expert.

Work Experience: Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. **PLEASE DO NOT** complete this information with the notation, "See Resume." **PLEASE NOTE:** **HR Associates Personnel Service** reserves the right to contact all current and former employers for reference information.

Dates Employed (Most Recent) From: To:		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time If Part-Time, # Hrs/wk:	Title:
Starting Salary: Final Salary:	Employer/Organization Name & Address:		
Supervisor's Name, Title & Phone No.:		Other Reference Name, Title & Phone No.:	May we contact this employer? <div style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>
Primary Duties:			Reason for Leaving:

Dates Employed (2nd Most Recent) From: To:		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time If Part-Time, # Hrs/wk:	Title:
Starting Salary: Final Salary:	Employer/Organization Name & Address:		
Supervisor's Name, Title & Phone No.:		Other Reference Name, Title & Phone No.:	May we contact this employer? <div style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>
Primary Duties:			Reason for Leaving:

Employment Application (continued)

Dates Employed (3 rd Most Recent) From: To:		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time If Part-Time, # Hrs/wk:	Title:
Starting Salary: Final Salary:	Employer/Organization Name & Address:		
Supervisor's Name, Title & Phone No.:		Other Reference Name, Title & Phone No.:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Primary Duties:			Reason for Leaving:
Dates Employed (4 th Most Recent) From: To:		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time If Part-Time, # Hrs/wk:	Title:
Starting Salary: Final Salary:	Employer/Organization Name & Address:		
Supervisor's Name, Title & Phone No.:		Other Reference Name, Title & Phone No.:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Primary Duties:			Reason for Leaving:

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION

I hereby certify that the information on this application and supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, and/or misrepresentation or omission of facts represents grounds for elimination from consideration for employment, if discovered at a later date. I authorize HR Associates Personnel Service to investigate, without liability, all statements contained in this application and supporting documents. I authorize references and former employers, without liability, to make full response to inquiries in connection with this application for employment. If requested, I agree to submit to a physical exam, criminal background investigation, and/or screening for illegal substances upon condition of offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that the staff employees of HR Associates Personnel service serve at-will, and the employment relationship may be terminated at any time by HR Associates Personnel Service, for any and no reason, other than reasons prohibited by law.

Applicant Signature: _____

Date: _____