

HAYDEN ELECTRIC MOTORS, INC.

POSITION APPLIED FOR: _____

Employment Application

TELEPHONE _____

DATE OF APPLICATION _____

SOCIAL SECURITY NUMBER _____

YOUR NAME: _____
Last First Middle

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE U.S.A?

Yes No (If yes, verification will be required)

ADDRESS: _____

I AM SEEKING A PERMANENT POSITION Yes No

ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION WITH OR WITHOUT ACCOMMODATION?

Yes No

IF NECESSARY FOR THE JOB I AM ABLE TO:

Provide a valid Alaska Drivers License? _____

Work Overtime? _____

Travel? _____

ARE YOU OVER 18? _____ HAVE YOU BEEN CONVICTED OF A FELONY IN THE LAST 7 YEARS? _____

I WILL BE ABLE TO REPORT TO WORK _____ DAYS AFTER BEING NOTIFIED THAT I AM HIRED.

EDUCATION	School Name/ Location	Yrs. Completed	Date (Year)	Field of Study	Graduate or Degree
High School					
College/University					
Business/Technical					
Other (May include grammar school)					

MILITARY SERVICE Yes No Duty/Specialized Training _____

REFERENCES: List two personal references who are not relatives or former supervisors.

Name Address/telephone Occupation Years known

EMPLOYMENT: List last employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary (following this section), or use an extra sheet of paper if necessary.

Employer Name and Address	Position Title/Duties Skills	Dates Employed From To / / / / Salary
		Reason for Leaving
	Supervisor's Name Telephone	
Employer Name and Address	Position Title/Duties Skills	Dates Employed From To / / / / Salary
		Reason for Leaving
	Supervisor's Name Telephone	

EMPLOYMENT CONTINUED...

Employer Name and Address _____ _____	Position Title/Duties Skills _____ _____	Dates Employed From _____ To _____ / / Salary _____ Reason for Leaving _____
	Supervisor's Name _____ Telephone _____	
Employer Name and Address _____ _____	Position Title/Duties Skills _____ _____	Dates Employed From _____ To _____ / / Salary _____ Reason for Leaving _____
	Supervisor's Name _____ Telephone _____	

Summarize other employment related to this job. _____

Types of computers, other electronic or mechanical equipment that you are qualified to operate or repair:

Professional Licenses, Certificates or Registrations: _____

Additional skills including supervision skills, other languages, or information regarding the career/occupation you wish to bring to the employer's attention: _____

In case of accident or illness please contact:

Name: _____ Daytime Phone: _____

Relationship: _____

Information to the applicant: As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references.

OPTIONAL INFORMATION: Ethnicity _____ Gender _____

Equal Employment Opportunity: Hayden Electric Motors is an Equal Opportunity Employer. While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no affect on your application for employment.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the US, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms. I understand and agree to the information shown above:

Signature _____

Date _____