



**Exceeding Your Expectations!**

*An Equal Opportunity Employer ~~~ A Drug-free Workplace*

# Application For Employment

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
(Street) (City)

Telephone: ( ) - Social Security Number: \_\_\_\_\_

**Position Applying for:** \_\_\_\_\_ **Date Available for work :** \_\_\_\_\_

If you are under 18 years of age, please state your date of birth / /  
Have you ever been employed at Heritage's before? [ ] Yes [ ] No  
Are you legally eligible for employment in the United States? [ ] Yes [ ] No  
(Proof of U.S. citizenship or immigration status will be required upon employment)  
Have you been convicted of a felony in the last seven years? [ ] Yes [ ] No  
(Such convictions may be relevant if job-related, but does not bar you from employment)  
If yes please explain: \_\_\_\_\_

**Name of Person that Referred you for this position:** \_\_\_\_\_

<b>Employment History:</b>		<b>Please list your last four employers, starting with the most recent.</b>	
From: _____ to: _____	Employer: _____	Telephone: _____	
Job Title: _____	Address: _____		
Supervisor's name and title: _____	Summarize the nature of your work and duties: _____		
Reason for leaving: _____	Hourly rate or salary: \$ _____ per _____		
From: _____ to: _____	Employer: _____	Telephone: _____	
Job Title: _____	Address: _____		
Supervisor's name and title: _____	Summarize the nature of your work and duties: _____		
Reason for leaving: _____	Hourly rate or salary: \$ _____ per _____		
From: _____ to: _____	Employer: _____	Telephone: _____	
Job Title: _____	Address: _____		
Supervisor's name and title: _____	Summarize the nature of your work and duties: _____		
Reason for leaving: _____	Hourly rate or salary: \$ _____ per _____		
From: _____ to: _____	Employer: _____	Telephone: _____	
Job Title: _____	Address: _____		
Supervisor's name and title: _____	Summarize the nature of your work and duties: _____		
Reason for leaving: _____	Hourly rate or salary: \$ _____ per _____		

**Skills and Qualifications:**

Summarize any special skills you have acquired from previous employment or other experiences that may qualify you for this position

---

---

---

Please List Availability:									
Day	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total Hours	
Start									
End									

Name and Location of Institution	Years Completed	Course of Study
High School		
College		Degree:
Other		
U.S. Military Service		

**References: Please provide us with three Business references (Do not list relatives)**

Name:	Telephone:	Years Known:

**Name of Person to Contact in case of an Emergency**

Name:	Address:	Phone#
-------	----------	--------

I understand and agree that any misrepresentation made by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the Employer has the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the employer has the authority to make any assurances to the contrary.

I understand that I may be required to take a post job offer drug test and my employment will be conditional pending its results.

I understand that if I gain employment with the company, I will be responsible to follow all company policies and procedures as outlined in the policies and procedures of Heritage's. I understand that Heritage's and its affiliates will follow the guidelines of employment-at-will.

I give Heritage's the right to investigate all references and to secure additional information about me, if job related.

I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

Signature of Applicant:	Date:
-------------------------	-------





