



APPLICATION FOR EMPLOYMENT

(For Internal Use Only) Application Received By: _____

Date: _____

PERSONAL INFORMATION

Date of Application: _____

Name: _____

Last, First Middle

Address: _____

Street (Apt) City/State Zip

(____) _____ (____) _____
Home Phone Mobile Phone Email

How did you learn about HHF / HBH? _____

Position Sought: _____ Available Start Date: _____

Desired Pay Range: _____ Are you currently employed? _____

Are you authorized to work in the U. S. on an unrestricted basis? YES or NO

EDUCATION

	Name & Location	Graduate / Degree	Major Subjects
High School			
College			
Trade / Certification			
Other Education			

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

Do you have proficiency with office applications such as: (check all that apply)

Microsoft Word? PowerPoint? Canva? Excel?



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EMPLOYMENT HISTORY

List most recent employment first. Include summer or temporary jobs. Be sure all your experience related to this job are listed here, in the summary following this section or on an extra sheet of paper if necessary.

May we contact your current employer? YES or NO

Company Name:	Employment Dates:
Address:	Phone #:
Title:	Supervisor:
What did you do?	Why Did you leave?

Company Name:	Employment Dates:
Address:	Phone #:
Title:	Supervisor:
What did you do?	Why Did you leave?

Company Name:	Employment Dates:
Address:	Phone #:
Title:	Supervisor:
What did you do?	Why Did you leave?

AVAILABILITY

How soon can you begin work? _____

How many hours a week would you like to work? _____

Are you available to work on Saturdays? YES or NO

What is your availability? (Mark with an X)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM 9:30 – 1:30						
PM 1:30 - Close						

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application and release the Employer from any liability. The Employer may contact any listed references on this application. I acknowledge and understand that the company is an “at will” employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the Employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

Applicant's Signature

Date