



EMPLOYMENT APPLICATION

R.C. Hemm's Glass considers all applicants based upon personal capabilities and qualifications without regard to race, color, religion, sex, age, national origin, disability, veteran status or any other protected characteristic as established by law.

SECTION A: PERSONAL INFORMATION <i>Complete all applicable information</i>				
Position Applied For			Date of Application	
Last Name		First Name		Middle Name
Address	Street	City	State	Zip
Telephone Number (Primary)		Telephone Number (Alternate)		
Email				
SECTION B: GENERAL				
Are you interested in: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary				
If offered a position, when are you available to start ____/____/____			Desired Annual Salary/Wages	
How were you referred to us?				
<input type="checkbox"/> Newspaper <input type="checkbox"/> Employment Agency <input type="checkbox"/> Personal Inquiry <input type="checkbox"/> Radio <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Other: _____				
Are you legally authorized to work in the United States?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
If hired, can you provide proof of your eligibility to work in the United States?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you 18 years of age or older?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever applied for employment with R.C. Hemm's Glass before?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide the date: ____/____/____				
Has the company ever employed you before?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide the date: ____/____/____				
Are you available to work overtime?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have any friends or relatives working at R.C. Hemm's Glass?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, who? _____				
Driving Positions Only				
Do you have a valid driver's license?			<input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION C: EDUCATION

School	Name and Location	Course of Study	Years Completed	Diploma/ Degree
High School			1 2 3 4	
College			1 2 3 4	
Graduate School			1 2 3 4	
Other (Specify)			1 2 3 4	

SECTION D: MILITARY SERVICE

Were you in the U.S. Military? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, what branch?
Rank at the time of discharge	Have you had any job related training in the military? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please describe.		

SECTION E: EMPLOYMENT HISTORY *List your last three employers, starting with your most recent one first.*

Name of Company		Address			
Supervisor		Title of Supervisor		Phone	
Last Position		Duties			
Dates Employed		Wage/Salary		Other Compensation	
From	To	Starting	Final	Bonus	Commission
Reason for Leaving					

Name of Company		Address			
Supervisor		Title of Supervisor		Phone	
Last Position		Duties			
Dates Employed		Wage/Salary		Other Compensation	
From	To	Starting	Final	Bonus	Commission
Reason for Leaving					

Name of Company		Address			
Supervisor		Title of Supervisor		Phone	
Last Position		Duties			
Dates Employed		Wage/Salary		Other Compensation	
From	To	Starting	Final	Bonus	Commission
Reason for Leaving					

SECTION F: PERSONAL/PROFESSIONAL REFERENCES

(Do not include family members or past supervisors)

Name	Phone Number	Best Time to Call	Occupation

SECTION G: *Please provide an explanation of any gaps in your employment.*

SECTION H: *Please rank your skill set with the following computer programs.*

Microsoft Excel	<input type="checkbox"/> Advanced	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Beginner	<input type="checkbox"/> No Experience
Microsoft Word	<input type="checkbox"/> Advanced	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Beginner	<input type="checkbox"/> No Experience
Please list all other computer programs you have experience with and describe your skill set.				

SECTION H: *Please describe any training or specialized skills.*

SECTION I: APPLICANT'S STATEMENT *Please read the following statements carefully.*

I, the undersigned, understand that I am being considered as a potential employee of R.C. Hemm's Glass and hereby certify that:

1. In consideration of my employment, I agree to conform to the policies and procedures of the Company. I understand that in accepting this application, R.C. Hemm's Glass is in no way obligated to provide me with employment and that I am not obligated to accept employment if offered.
2. I understand that if I am hired, such hiring will not be for any definite period of time. Furthermore, I understand, that if I am hired, I will be an employee at-will and I can be terminated at any time, with or without cause and with or without notice.
3. I understand that my status as an at-will employee, and the terms and conditions of that employment cannot be changed except in writing and signed by the President of R.C. Hemm's Glass.
4. I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any falsified statements on this application or omission of fact on either this application or during the pre-employment process will result in my application being rejected, or, if I am hired, in my employment being terminated.
5. I also understand that any offer of employment is conditioned on the completion of pre-employment tests and documentation. I will, upon request, sign all necessary consent forms.

_____ Signature of Applicant	____/____/____ Date
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