



H&R Construction Parts and Equipment Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary/Hourly Wage: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Do you have any family or friends working for H&R? YES NO

If yes, what is their name, and what department? _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____
Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____
Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____
Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Equal Opportunity Employer

H&R Construction Parts and Equipment, Inc. is an Equal Opportunity Employer, Employees and applicants for employment are protected by federal laws, Presidential Executive Orders, and state and local laws designed to protect employees and job applicants from discrimination on the bases of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic

information, political affiliation, military service, or other non-merit based factors. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs. Employees and applicants are also protected against retaliation. Consistent with federal laws, acts of retaliation against an employee who engages in a protected activity, whistle blowing, or the exercise of any appeal or grievance right provided by law will not be tolerated

At Will Employment

I understand that employment at H&R Construction Parts and Equipment, Inc. (“the Company”) is employment at-will. Employment at-will may be terminated at the will of either me or the Company. Employment may be terminated with or without cause at any time by me or by the Company. Terms and conditions of employment with the Company may be modified at the sole discretion of the Company with or without cause and with or without notice. No officer, employee or representative of the company is authorized to enter into an agreement, express or implied, with me or any applicant for employment for a specified period of time unless such agreement is in a written contract signed by the president of the company, if hired, I agree to conform to the rules and regulations of the company, and I understand that the company has complete discretion to modify such rules and regulations of the company, and I understand that the company has complete discretion to modify such rules and regulations at any time, except that it will not modify its policy of employment at will.

Drug Free Workplace

I understand that the company is a drug free workplace and a drug and/or alcohol testing program consistent with applicable federal, state and local law. I understand that all employees of the location, pursuant to the company policy may be required to submit to a urinalysis screening. If employed, I understand that taking an alcohol and/or drug test is a condition of continual employment and that I agree to undergo alcohol and drug testing consistent with the company’s policy and applicable federal, state and local laws.

California Applicants Only

By checking this box, I waive my right to receive a copy of any public record obtained by the company for employment purposes through an internal investigation.

Federal and/or state law may prohibit the use of lie detector, polygraph or similar test.

Disclaimer and Signature

I authorize the company to confirm all statements contained in this application and/or resume as it relates to the position I am seeking to the extent permitted by federal, state, or local law. If applicable and allowed by law, I will receive separate written notification regarding the company’s intent to obtain “consumer reports.” I authorize and consent to, without reservation, any party or agency contacted by this employer to furnish the above-mentioned information to the company or its duly authorized representative pursuant to this authorization from any liability claims, charges or causes of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from liability the company and its representative for seeking such information and all other persons, corporations, or organizations furnishing such information. Further, if hired, I authorize the company to provide truthful information concerning my employment to future information concerning my employment to future employers and hold the company harmless for providing such information.

If hired by this company, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States by this company. I also understand this company employs only individuals who are legally eligible to work in the United States.

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____