



EMPLOYMENT APPLICATION

An Equal Opportunity Employer

PERSONAL INFORMATION					
Last Name	First Name	Middle Name	Are you authorized for employment in the US? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Present Street Address		City	State	Zip Code	Apt #
Phone Number	Email Address			Date of Birth	
EDUCATION					
Type of School	Name and Location of School	Degree	Years	Graduate	
High School	Name: _____ City: _____ State: _____		From: _____ To: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College	Name: _____ City: _____ State: _____		From: _____ To: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other	Name: _____ City: _____ State: _____		From: _____ To: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
EMPLOYMENT HISTORY					
List Employment starting with your most recent position. If you have less than four places of employment, include personal references to be contacted. May we contact your previous/current employer for references? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Dates	Name & Address of Employer	Position held & Supervisor	List Major Duties	Wages	Reason for leaving
From:	Name: _____	Your job Title:		Starting:	
To:	Address: _____ Phone: _____	Supervisor:		Final:	





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From:	Name: _____	Your job Title:		Starting:	
To:	Address: _____ Phone: _____	Supervisor:		Final:	
From:	Name: _____	Your job Title:		Starting:	
To:	Address: _____ Phone: _____	Supervisor:		Final:	
From:	Name: _____	Your job Title:		Starting:	
To:	Address: _____ Phone: _____	Supervisor:		Final:	

Have you ever been discharged or asked to resign from a job? Yes No If yes, please provide details:

 _____.

EMPLOYMENT DESIRED

Position to which you are applying for: _____ Date of Availability __/__/__
 Salary Desired: \$ _____

SKILLS

<input type="checkbox"/> Word Processing Speed (wpm) _____	<input type="checkbox"/> Data Entry	<input type="checkbox"/> Other (Please specify) _____
<input type="checkbox"/> Computers	<input type="checkbox"/> Spreadsheets	<input type="checkbox"/> Customer Service





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BACKGROUND

Have you ever applied for employment with HP Carriers? Yes No

When? _____ What Position? _____

Do you know someone who is currently employed by HP Carriers, Inc? Yes No

List Name _____

What Other language do you speak? _____

Read % _____

Write% _____

Speak% _____

At HP Carriers a good attendance record is important. Do you know of any reason you may not be able to comply?

_____.

Have you ever been convicted of a felony? Yes No

(A conviction will not necessarily be a bar to employment. Please describe the nature of the conviction, the date of the conviction and our rehabilitation since your conviction.)

_____.

REFERENCES

NAME	ORGANIZATION	RELATIONSHIP	PHONE NUMBER
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1.

2.

3.





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AVAILABILITY

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM							
PM							

AN EQUAL OPPORTUNITY EMPLOYER

HP Carriers, Inc provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, HP Carriers, Inc complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, and layoff, leaves of absence, compensation and training.

APPLICANT'S STATEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize HP Carriers, Inc to verify their accuracy and to obtain reference information on my work performance. I hereby release HP Carriers, Inc from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

SIGNATURE: _____

DATE: _____

