



## APPLICATION FOR EMPLOYMENT

### PERSONAL DATA

Name _____ /				
Last	First	Middle	If you have worked under another name, please list.	
Address _____				
Street	City		State	Zip Code
Home Phone _____	Mobile Phone _____	E-mail Address _____		

### In case of emergency, please notify

Name/Relationship	Contact Number	Alternate Contact Number
Are you under 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you eligible to work under the laws of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		

In the last seven years, have you been convicted of, pleaded guilty to, pleaded nolo contendere or been placed on probation for a crime, felony, or other offense?  
☐ Yes ☐ No (Please do not disclose any conviction or plea that has been expunged from your record, any arrests without conviction, convictions of minor traffic offenses, or convictions for which a record has been sealed.)

If yes, explain \_\_\_\_\_  
(Please note that a criminal record will not necessarily disqualify you from employment.)

### INDICATION OF INTERESTS

What position are you seeking? \_\_\_\_\_ Are you currently under a noncompetition agreement? \_\_\_\_\_

When are you available for employment? \_\_\_\_\_ Are you currently working? ☐ Yes ☐ No

Have you ever worked for Horizon Tools? ☐ Yes ☐ No If yes, when? \_\_\_\_\_

How did you hear about Horizon Tools? \_\_\_\_\_ Are you related to or do you know anyone who is an employee at Horizon Tools? If so, please elaborate. \_\_\_\_\_

What type of work will you consider? (Check as many as apply) ☐ Full-Time ☐ Part-Time ☐ Contract ☐ Seasonal

What compensation range are you seeking? \_\_\_\_\_

### EDUCATION (Please list highest level of education first and continue in descending order.)

School, College, University Name/ Location	Major Course of Study	# of Years Attended	Completed
			<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____
			<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____
			<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____

Please list certifications and licenses you hold \_\_\_\_\_

Have you ever been discharged or forced/asked to resign? ☐ Yes ☐ No If yes, which job (s)? \_\_\_\_\_

**EMPLOYMENT EXPERIENCE**

(Begin with most recent position; cover at least 7 years prior—print additional page if necessary.) PLEASE COMPLETE THIS SECTION IN FULL EVEN IF RESUME IS ATTACHED. DO NOT WRITE "SEE RESUME."

Company Name & Address	Supervisor Name & Title	Supervisor Phone Number	Dates of Employment
	May we contact for reference? [ ] Yes [ ] No [ ] Later		
Your Title/Duties		Reason for Leaving	Salary/Pay Rate
Interviewer's notes:			

  

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Interviewer's notes:			

This application will be considered current for a period of sixty (60) days after it is filed. If you wish to be considered for employment after that period, you may be required to renew your application. It is the policy and practice of Horizon Tools to provide equal opportunity to all persons. Horizon Tools does not discriminate against its employees or applicants for employment because of race, color, national origin, religion, age, sex, disability, veteran's status or any other protected group. This policy applies to all aspects of the employment relationship, including, but not limited to, recruitment, selection, advancement, compensation, benefits, layoff, recall, transfer and termination. While you are working for Horizon Tools, if you have reason to believe you have suffered harassment or discrimination, you must notify the Human Resource Representative or the President within 24 hours of the occurrence.

I voluntarily give Horizon Tools or its designated agent the right to verify my employment record and education, and to conduct criminal and credit checks prior to or during my period of employment, and I agree to cooperate in such verification. I release from all liability or responsibility all persons, companies, organizations and corporations supplying related information. I understand that any false statements or omissions made by me on this application or in connection with the above referenced verification may be cause for my termination.

Applicant Signature

Date