



1029 East Center Street
Warsaw, Indiana 46580

APPLICATION FOR EMPLOYMENT

Helvey & Associates is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, religion, age, sex, national origin, marital status, disability, or veteran status. Those applicants requiring reasonable accommodations to the application and/or interviewing process should notify the Human Resources department.

PLEASE COMPLETE THE APPLICATION IN FULL EVEN IF ATTACHING A RESUME. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE.

Personal Information

Date: _____ Name of referral source: _____
 Name: _____ Social Security Number: _____
 Street Address: _____ City: _____ State: _____ Zip code: _____
 Home Phone No. _____ Work or Cell Phone No. _____ Email: _____

Employment Desired

Position: _____ (Circle One): Full-time Part-time Temporary Intern
 Date You Can Start _____ Wage Expected: _____

Are you Employed Now? Yes No
 If so, may we contact your present employer? Yes No
 Have you ever applied to this company before? Yes No
 If yes, when? _____
 Have you ever worked for this company before? Yes No
 If yes, when? _____
 Are you 18 years of age or older? Yes No
 (If no, you may be required to provide authorization to work)
 If hired, can you provide proof of eligibility to work in the United States? Yes No
 (Proof of identity and eligibility will be required upon employment)
 Have you ever plead guilty to or been convicted of a felony or misdemeanor
 other than a minor traffic offense? Yes No
 (Conviction does not necessarily disqualify you from being considered for a job)

Days/hours available to work:	
No Preference	_____
Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____
Saturday	_____
Total hours/week	_____

Education

	High School				College				Other			
School Name & Location												
Yrs. Completed	9	10	11	12	1	2	3	4	1	2	3	4
Diploma	Yes		No		Yes		No		Yes		No	
Major Course of Study												
GPA												

Subjects of Special Study or Research Work _____

Please list any Computer Experience _____ Approximate Keyboarding Speed: _____

Special Qualifications or Reasons Why You Would like to Work Here:

Credit References

Give the Names of Two Businesses Which Have Extended You Credit:

1. _____ 2. _____

