

# **APPLICATION FOR EMPLOYMENT**

1029 East Center Street Warsaw, Indiana 46580 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 Informatio | n           |          |                                  |        |  |
|---|---------------------|-------------|----------|----------------------------------|--------|--|
| Date:   | Name of refer       | ral source: |          |                                  | _      |  |
| Name:   |                     |             |          |                                  |        |  |
| Street Address:   | City:               |             | Stat     | te: Zip code:                    |        |  |
| Home Phone No Work  |                     |             |          | Email:                           |        |  |
|   | Employment Desire   | d           |          |                                  |        |  |
| Position:   | (Circle On          | e): Full-   | time I   | Part-time Temporary              | Intern |  |
| Date You Can Start  | Wage Exp            | ected:      |          |                                  |        |  |
| Are you Employed Now?<br>If so, may we contact your present employer?   |                     | Yes<br>Yes  | No<br>No | Days/hours available to wor      | rk:    |  |
| Have you ever applied to this company before?<br>If yes, when?  |                     | Yes         | No       | No Preference<br>Monday          |        |  |
| Have you ever worked for this company before?<br>If yes, when?  |                     | Yes         | No       | Tuesday<br>Wednesday<br>Thursday |        |  |
| Are you 18 years of age or older?<br>(If no, you may be required to provide authorization to work)  |                     | Yes         | No       | Friday<br>Saturday               |        |  |
| If hired, can you provide proof of eligibility to work in the United States?<br>(Proof of identity and eligibility will be required upon employment)    |                     |             | No       | Total hours/week                 |        |  |
| Have you ever plead guilty to or been convicted of a other than a minor traffic offense? (Conviction does not necessarily disqualify you from being cor |                     | Yes         | No       |                                  |        |  |

Education

|                           |   | High | School |    | College | Othe  | r   |
|---------------------------|---|------|--------|----|---------|-------|-----|
| School Name<br>& Location |   |      |        |    |         |       |     |
| Yrs. Completed            | 9 | 10   | 11     | 12 | 1 2 3 4 | 1 2 3 | 3 4 |
| Diploma                   |   | Yes  | No     |    | Yes No  | Yes   | No  |
| Major Course of<br>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.

#### **Employment History**

Begin with your current or most recent employment and continue to list ALL previous employment. Attach additional sheets if necessary.

| Employer:  |                      | Address:               |
|--|----------------------|------------------------|
| Telephone:   | Position:            | Supervisor:            |
| Dates Employed:<br>From: To:                                 | Salary:              | Reason<br>For Leaving: |
| Describe Duties of Position:                                 |                      |                        |
| Employer:  |                      | Address:               |
| Telephone:   | Position:            | Supervisor:            |
| Dates Employed:<br>From: To:                                 | Salary:              | Reason<br>For Leaving: |
| Describe Duties of Position:                                 |                      |                        |
| Employer:  |                      | Address:               |
| Telephone:   | Position:            | Supervisor:            |
|  |                      |                        |
| Dates Employed:<br>From: To:                                 | Salary:              | Reason<br>For Leaving: |
| Dates Employed:<br>From: To:<br>Describe Duties of Position: | Salary:              |                        |
| From: To:  | Salary:              |                        |
| From: To:<br>Describe Duties of Position:                    | Salary:<br>Position: | For Leaving:           |
| From: To:<br>Describe Duties of Position:<br>Employer:       |                      | For Leaving: Address:  |

#### **Applicant Statement**

The information provided in this Application for Employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for any damage that may result from furnishing the same to you. I understand that pre-employment testing is part of the application process.

If you decide to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize you to do so. If a report is obtained, you must provide, at my request, the name and address of the agency so I may obtain from them the nature and substance of the information contained in the report.

An offer of employment made prior to receipt of information from a consumer reporting agency including credit, criminal, driving, and other reports may be rescinded if derogatory information is obtained. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. I further understand that should an offer of employment be extended by Helvey & Associates that such employment with Helvey & Associates is at will, for no specified duration and may be terminated by either Helvey & Associates or me any time, with or without cause or notice.

By signing below I acknowledge that I have read, understood and agree to the above statements.

#### DO NOT SIGN THIS UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

| Date   | Signature of | f Applicant                          |  |  |  |  |
|--|--------------|--------------------------------------|--|--|--|--|
| This application will remain active and valid for 60 days or until the advertised position is filled.<br>Thank you for completing this application form and for your interest in our business. |              |                                      |  |  |  |  |
| Do Not Write Below This Line   |              |                                      |  |  |  |  |
| Starting Date:   | Position:    | Day or Evening (please circle)       |  |  |  |  |
| # of Hours/Week:   | Department:  | Hourly Rate:                         |  |  |  |  |
| Commission Structure:  |              | Regular or Temporary (please circle) |  |  |  |  |