



HOFFER PLASTICS APPLICATION OF EMPLOYMENT

APPLICANT INFORMATION					
Last Name		First		M. I.	Date
Street Address				Apartment/Unit	
City		State		ZIP	
Phone	Cellular/Other Phone			Email	
Date Available	Social Security No			Desired Salary	
Position Applied for:		<input type="checkbox"/> Production <input type="checkbox"/> Warehouse <input type="checkbox"/> Quality <input type="checkbox"/> Maintenance <input type="checkbox"/> Administrative <input type="checkbox"/> Professional			
Type of employment desired:		<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal		Type of work schedule desired: <input type="checkbox"/> Days <input type="checkbox"/> Nights	
Are you a citizen of the United States?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, do you have authorization to work in the U.S.?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever worked for this company?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If so, when?		
Have you ever pleaded "guilty" or "no contest" to or been convicted of a felony?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, explain:		

PREVIOUS EMPLOYMENT				
Company		Phone ()		
Address		Supervisor		
Job Title	Starting Salary \$		Ending Salary \$	
Responsibilities				
From To		Reason for Leaving		
May we contact your supervisor for a reference?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Company		Phone ()		
Address		Supervisor		
Job Title	Starting Salary \$		Ending Salary \$	
Responsibilities				
From To		Reason for Leaving		
May we contact your supervisor for a reference?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Company		Phone ()		
Address		Supervisor		
Job Title	Starting Salary \$		Ending Salary \$	
Responsibilities				
From To		Reason for Leaving		
May we contact your supervisor for a reference?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

EDUCATION				
Do you have a National Career Readiness Certificate (NCRC)?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Have you ever taken the Work Keys Test?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
High School		Address		
From To	Did you graduate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
College		Address		
From To	Did you graduate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional references</i>	
Full Name	Relationship
Company	Phone ()
Email:	
Full Name	Relationship
Company	Phone ()
Email:	
Full Name	Relationship
Company	Phone ()
Email:	

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering, and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at anytime, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard. Furthermore, I also understand that I will be required to take and pass a pre-employment drug screen.

This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demeans, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The Company takes all complaints or harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to eliminate me from further consideration for employment, or may result in immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.	
I certify that I have read, fully understand and accept all terms of foregoing Applicant Statement.	
Signature of Applicant _____	Date _____/_____/_____

DO NOT WRITE BELOW THIS LINE

POSITION _____ DEPT. _____ SHIFT _____

SALARY/WAGE _____ DATE REPORTING TO WORK _____

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