

# Application for Employment

The Huffstetler Group, Inc.

PO Box 411306

Charlotte, NC 28241

## PERSONAL INFORMATION

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street (Apt.) City State Zip

Alternate Address: \_\_\_\_\_  
Street City State Zip

Contact Info: \_\_\_\_\_  
Home Telephone Mobile  
Email \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_ Tel #: \_\_\_\_\_

How did you learn about our company: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been employed or applied here before: yes / no

Position Applying for: \_\_\_\_\_ Available Start Date: \_\_\_\_\_

Desired Pay Range: \$ \_\_\_\_\_ May we contact your current employer: yes / no

## EDUCATION:

	Name and Location	Graduate / Degree	Major / Subjects of Study
High School			
College or University			
Specialized Training, Trade School, etc....			

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## PREVIOUS EXPERIENCE

Beginning with most current

Dates Employed	Company Name	Location	Position

Previous Salary \_\_\_\_\_ hourly/weekly/monthly/annual

Supervisor: \_\_\_\_\_ Phone # \_\_\_\_\_

**Job notes, tasks performed and reason for leaving:**

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Dates Employed	Company Name	Location	Position

Previous Salary \_\_\_\_\_ hourly/weekly/monthly/annual

Supervisor: \_\_\_\_\_ Phone # \_\_\_\_\_

**Job notes, tasks performed and reason for leaving:**

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Dates Employed	Company Name	Location	Position

Previous Salary \_\_\_\_\_ hourly/weekly/monthly/annual

Supervisor: \_\_\_\_\_ Phone # \_\_\_\_\_

**Job notes, tasks performed and reason for leaving:**

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## APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION

Please read carefully before signing.

**I SUBMIT THIS APPLICATION WITH THE UNDERSTANDING THAT ALL APPLICANTS MUST TAKE AND PASS A SUBSTANCE ABUSE TEST.** I understand that: This application is not an offer of employment; by accepting this application, the Company does not guarantee that I will be offered a position; I will not be paid for the time spent while applying for a position, taking a pre-employment substance abuse test, interviews, or any other processing prior to the beginning of employment.

I authorize and consent to my current and prior employers, educational institutions, and persons or organizations named in this application (or accompanying resume) to release any information to The Huffstetler Group, that may be required to make an employment decision.

I understand and agree that my future employment is at-will, and is not for any guaranteed length of time. Both the Company and I have the freedom to terminate the employment relationship whenever either chooses to do so. I understand that no one other than the President of the Company has the authority to make any other agreement, and that any such agreement by the President shall be in writing.

I understand that only fully-completed, original applications will be considered for employment, and that this application will remain active for a period of 30 days only. I understand that any misrepresentation, falsification of information or significant omissions, or volunteering of information not asked for on this application will be cause for rejection of my application, or for subsequent discipline up to and including termination.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

References: Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Tel #: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Tel #: \_\_\_\_\_

Office Use:

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Application Reviewed by: \_\_\_\_\_ Applicant Start Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pay Rate: \_\_\_\_\_

Application Approved By: \_\_\_\_\_

Crew Code: \_\_\_\_\_

W/C Code: \_\_\_\_\_