

APPLICATION FOR EMPLOYMENT



202 W. Central Ave
PO Box 392, Comanche, TX 76442
325.356.3456

We consider applications for all positions without regard to race, color, religion, creed, sex, national origin, disability, sexual orientation, citizenship status or any other legally protected status.

(Please print or type)

Position(s) Applied For	Date of Application
How Did You Learn About Us?	
<input type="checkbox"/> Relative _____	<input type="checkbox"/> Inquiry
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend
<input type="checkbox"/> Other _____	

Last Name	First Name	Middle Name	
Physical Address	City	State	Zip
Mailing Address	City	State	Zip
Home Telephone Number	Phone Number		

Best time to contact you at home is: : AM PM

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No
If yes, give date _____

Have you ever been employed with us before? Yes No
If yes, give date _____

Do any of your friends or relatives, other than spouse, work here? Yes No

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No
Proof of citizenship or immigration status will be required upon employment

Date available for work _____ What is your desired salary range? _____

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last five years? Yes No
A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

	Name and Address Of School	Course of Study	Number of Years Completed	Diploma Degree
High School				
College				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

State any additional information you feel may be helpful to us in considering your application

<p>Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.</p> <p>Can you perform the essential functions of the job, for which you are applying, either with or without reasonable accommodations? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Any sections left blank or not completed in full may slow the application process.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Ending	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Ending	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
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Telephone Number(s)		Hourly Rate/Salary		
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		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Ending	
Job Title	Supervisor			
Reason for Leaving				

Acknowledgements

I, acknowledge, by initialing each box below that HBC will conduct the following pre-employment checks as part of the pre-employment process:

Initial all boxes below:

Previous Employment Check	<input type="checkbox"/>
Criminal Background Check	<input type="checkbox"/>
MVR Report	<input type="checkbox"/>
Credit History Check	<input type="checkbox"/>

I understand that a negative report on the Background Screening does not automatically disqualify me from employment since the nature of the offense, date, and job position will be considered as a part of the screening process.

I certify that all information provided in this employment statement and accompanying documents are true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of further employment, I understand that false or misleading information given on my application, this statement or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

I understand that the employer may request an investigative consumer report from a consumer reporting agency. This report may include information as to my character, reputation, personal characteristics and mode of living obtained from interviews with neighbors, friends, former employers, schools and others. I understand I have a right to make a written request within a reasonable time for the disclosure of the name and address of the consumer reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand and agree that in the event of debt owed to Higginbotham Bros. & Co., I authorize a payroll deduction to be made in the amount due to the company.

I UNDERSTAND THAT THIS CONDITIONAL OFFER STATEMENT OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME.

Signature of Applicant	Date
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I, _____ give permission to my past employer(s) to release information requested to HBC for employment purposes.

Signature	Date
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