

HOI EMPLOYMENT APPLICATION

HOI considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

PLEASE NOTE: It is important the you complete all parts of this application. If your application is incomplete or does not clearly show the experience and/or training required, your application may not be accepted. If you have no information to enter in a section, please write N/A.

PERSONAL INFORMATION

Date:	Social Security Number:
Name:	
Street Address:	
Phone:	Referred by:
Email Address:	
Are you at least 18 years of age?	Yes No

ADDITIONAL INFORMATION

I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States.	Yes No
Have you ever been convicted of or entered a plea of guilty, no contest, or had a withheld judgement to a felony?	Yes No
If Yes, please explain:	
Do you have a Driver's License?	Yes No
Driver's License Number:	Issued in which state? License Class:
Have you had any accidents in the last three years?	Yes No
Have you had any moving violations in the past three years?	Yes No

MILITARY SERVICE

Have you ever been in the Armed Forces?	Yes No
Date Entered:	Discharge Date:
Are you currently a member of the National Guard?	Yes No

DESIRED EMPLOYMENT

Full Time	Part Time
Position:	Date you can start:
Desired Salary:	
Present Employment:	
Address:	Start Date:
City, State and Zip Code:	Current Salary:
May we contact your present Employer?	Yes No
Supervisor:	Phone:

WORK EXPERIENCE

Please list prior work experience beginning with your most recent job held.

Company:	Your last job title:		
Address:			
City, State and Zip Code:			
Start Date:	End Date:	Starting Salary:	Final Salary:
Name of last Supervisor:		Phone:	
Reason for leaving:			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked with this company:			

Company:	Your last job title:		
Address:			
City, State and Zip Code:			
Start Date:	End Date:	Starting Salary:	Final Salary:
Name of last Supervisor:		Phone:	
Reason for leaving:			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked with this company:			

Company:		Your last job title:	
Address:			
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Start Date:	End Date:	Starting Salary:	Final Salary:
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Start Date:	End Date:	Starting Salary:	Final Salary:
Name of last Supervisor:		Phone:	
Reason for leaving:			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked with this company:			

EDUCATION

School Level	School Name/Location	Years Attended	Date Graduated	Subjects Studied
High School				

REFERENCES

Please include name, phone number, email and circumstances of your acquaintance.
Exclude relative and former employers.

Reference No. 1:	Phone:	Email:
Reference No. 2:	Phone:	Email:
Reference No. 3:	Phone:	Email:
Reference No. 4:	Phone:	Email:
Reference No. 5:	Phone:	Email:

I certify that the information contained in this application is accurate and correct. I understand that any omission or erroneous information may be grounds for dismissal. I authorize the references listed above to give you any and all information concerning my previous employment and pertinent information they may have, personal or otherwise, and release all parties from all liability that may result from furnishing the same to you. These policies do not create any promises or contractual obligations between this company and its employees. My employment is at will, which means I am free to terminate my employment at any time, for any reason, with or without cause, and the company has the same right.

Signature: _____

Date: _____