**Application for**

**Employment**

**Henniges Automotive**

An Equal Opportunity Employer

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | Home Phone:  (   ) | Cell Phone:  (   ) | Best Time to Call: |
| Have you applied before?  Yes  No | How did you hear about the opening? | | |
| Were you referred by a Henniges employee? Yes  No  Name: | | | |

**Instructions:** Please furnish complete and accurate information. Applications will be verified. Incomplete applications will not be considered. You also may attach a resume detailing your professional, educational, and social activities.

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| **Personal Information** | | | | | | | | | |
| Last Name | | First Name | | | | Initial | Social Security Number | | |
| Current Address | City | | | | State | | | Zip | |
| Permanent Address (if different) | City | | | | State | | | Zip | |
| Home Phone: (   )  Cell Phone: (   ) | | | Alternate Phone: (   )  E-mail Address: | | | | | | |
| Do you have the legal right to work in the U.S.?  Yes  No | | | Check if you are under 18 years of age: | | | Other name(s) under which you attended school or were employed: | | | |
| Have you ever worked for Henniges Automotive?  Yes  No | | | Last plant or office: | | | | Separation Date: | | |
| Have you ever been convicted of a crime or violation other than minor traffic offense?  Yes  No  If yes, please explain: | | | | | | | | | |
|  | | | | | | | | | |
| Are there any pending felony charges against you?  Yes  No  If yes, please explain: | | | | | | | | | |
| (A yes answer above will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered) | | | | | | | | | |
| **Position Desired** | | | | | | | | | |
| List positions for which you qualify: | | | | First date you will be available to work: | | | | | |
| 1. | | | | Can you work any shift?  Yes  No | | | | | |
| 2. | | | | Shift preferred:  Days  Afternoons  Midnight | | | | | |
| 3. | | | | Expected Rate or Salary: $ | | | | | per |
| 4. | | | | Would you be willing to relocate:  Yes  No | | | | | |

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| **Education, Special Interests, Qualifications** | | | | | | | | | | | | | |
| Education | | Years attended  (From/To) | | | School, City & State | | | Course of Major and Minor | | | Certificate/ Diploma/ Degree | Graduate? | GPA |
| Grade/ High School (show last attended) | |  | | |  | | |  | | |  | Yes  No |  |
| Business/ Trade School | | - | | |  | | |  | | |  | Yes  No |  |
| College(s)/ Post-Graduate Education | | 1    - | | |  | | |  | | |  | Yes  No |  |
| 2    - | | |  | | |  | | |  | Yes  No |  |
| 3    - | | |  | | |  | | |  | Yes  No |  |
| 4    - | | |  | | |  | | |  | Yes  No |  |
| **Employment information (Start with your present or most recent job)** | | | | | | | | | | | | | |
| **Instructions:** List employment starting with your most recent employer. Account for all periods of time, including military service. If the space provided does not allow you to include the past ten years, attach an additional sheet or complete resume. | | | | | | | | | | | | | |
| From (Mo/Yr) | To (Mo/Yr) | | | Name of Company | | | | | | Address | | City, State | |
| Name of Supervisor | | | | | | | Phone  (    ) | | Reason for leaving | | | | |
| Job Title and Duties | | | | | | | | | | | | | |
| Base Earnings  $ | | | per | | | Explain any period between jobs | | | | | | | |

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| Job Title and Duties | | | | | | | | | | |
| Base Earnings  $ | | per | | Explain any period between jobs | | | | | | |
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| Job Title and Duties | | | | | | | | | | |
| Base Earnings  $ | | per | | Explain any period between jobs | | | | | | |
| From (Mo/Yr) | To (Mo/Yr) | | Name of Company | | | | Address | | City, State | |
| Name of Supervisor | | | | | Phone  (    ) | Reason for leaving | | | | |
| Job Title and Duties | | | | | | | | | | |
| Base Earnings  $ | | per | | Explain any period between jobs | | | | | | |
| **Other work experience within the past ten (10) years** | | | | | | | | | | |
| Name, Address an Phone of Employer | | | | | | | | Dates of Employment | | |
| 1. | | | | | | | | From (Mo/Yr) | | To (Mo/Yr) |
| 2. | | | | | | | | From (Mo/Yr) | | To (Mo/Yr) |
| 3. | | | | | | | | From (Mo/Yr) | | To (Mo/Yr) |
| 4. | | | | | | | | From (Mo/Yr) | | To (Mo/Yr) |

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| **Additional Experience or Qualifications** | | | |
| List any other experience, skills or qualifications, which you believe should be considered in evaluating your qualifications for employment. Please indicate any prior military service which you would like considered in connection with your application for employment | | | |
| 1. | | 2. | |
| 3. | | 4. | |
| 5. | | 6. | |
| **Authorization and acknowledgment** | | | |
| **Please Read the Following Carefully Before Signing**   1. I have read and understand the statements contained in this application and I certify that they are true. 2. I understand that making any false or incomplete statements or omitting requested information on this application or in my resume could be grounds for dismissal. 3. Previous employers who are contacted by Henniges Automotive in connection with my application for employment have my authorization to respond to all inquiries concerning my previous work. Educational institutions also have my authorization to release information to Henniges Automotive relating to my education, degrees and other achievements I have stated on this application and/or in any resume I have supplied. I release Henniges Automotive, previous employers, and educational institutions of any claimed liability arising out of such response and disclosure in consideration of acceptance of my application. 4. I understand that any offer of employment may be conditional upon the results of a background check and drug screen by physician selected by Henniges Automotive. 5. If I become employed by Henniges Automotive, I agree to comply with its applicable orders, rules and regulations. 6. Limitation on Claims: I agree that any lawsuit against Henniges Automotive Corp. and/or its agents arising out of my employment or termination of employment, including but not limited to claims arising under State or Federal civil rights statutes, must be brought within the following time limits or be forever barred:   (a) for lawsuits requiring a Notice of Right to Sue from the EEOC, within 90 days after the EEOC issues that Notice; or  (b) for all other lawsuits, within  (i) 180 days of the event(s) giving rise to the claim, or  (ii) the time limit specified by statute, whichever is shorter.   I waive any statute of limitations that exceeds this time limit. | | | |
| **Applicant’s Signature:** | **Date:** | | **Phone Number:**  **(****)** |
| ***Thank you for your interest in employment with Henniges Automotive Corporation*** | | | |

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| **For Human Resources Department use only** | | | |
| Will accept temporary position  Yes No | | | |
| Test 1 (      ) | Score: | Background Check | Pass  Hold |
| Test 2 (      ) | Score: |  | Date: |
| Telephone Screen | Pass  Hold | Offer | Accept  Reject |
|  | Date: |  | Date: |
| Reference Check | Pass  Hold | Health Screen |  |
|  | Date: |  | Date: |
| Orientation completed on:  (Date) | | | | |

**Voluntary Self-Identification Form for Federal Reporting Purposes**

Henniges Automotive is committed to employ and advance in employment qualified individuals without regard to race, color, religion, sex, national origin, age, disability, veteran status or any other legally protected characteristic.

In effort to comply with requirements regarding government recordkeeping, reporting and other legal obligations, we ask that you complete this application data survey. Your cooperation is appreciated. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.

Please be advised that your survey is not a part of your official application for employment and will be filed separately. The information provided will not be used in any hiring decision.

|  |  |
| --- | --- |
| **Name:** | **Date:** |

**Position applied for:**

Please check the appropriate responses.

**Gender:**  Male  Female

**Referred By:**

Advertisement

Employee (Name of Employee: )

Relative

Walk-in

School

Employment or Temporary Agency

Other (Please Specify: )

**Ethnicity:**

Check one of the following Race/Ethnic Groups:

White/Caucasian

Black/African-American

Hispanic

Asian, not Hispanic or Latino

Native Hawaiian or Other Pacific Islander, not Hispanic or Latino

American Indian/Alaskan Native

Two or more races, not Hispanic or Latino

**Veteran’s Status:**

Check one of the following Veteran Groups:

Special Disabled Veteran

Vietnam Era Veteran

Newly Separated Veteran

Other Protected Veteran

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| --- |
| **Candidate Signature:** |

**This form is for federal reporting purposes only**

**Pre-Employment Inquiry Release**

In connection with my application for employment (including contract for services) with you, I understand that investigative background inquiries are to be made on myself, including criminal convictions, social security number verification, education verification, and previous employment verification. These reports will include information as to my character, work habits, performance, and experience, along with reasons for termination of past employment from previous employers. Further, I understand that you will be requesting information from various Federal, State, and other agencies which maintain records concerning my past activities relating to my criminal, civil, and other experiences.

I authorize without reservation, any party or agency contacted by this employer to furnish the above mentioned information.

I hereby consent to your obtaining the above information from the licensed agents. I understand that to aid in the proper identification of my file or records the following information is necessary to ensure the accuracy of the background check. I understand that this information is confidential and will not be used for any other purposes.

Please sign below to signify receipt of the disclosure.

Print Name:

Social Security Number:

Date of Birth (optional):

Address:

Applicant’s Signature:

Date:

Prospective Employer: