



Employment Application

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () E-mail Address:

Date Available: Social Security No.: Desired Salary: \$

Position Applied for:

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when?

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain:

Education

High School: Address: YES NO
From: To: Did you graduate? ☐ ☐ Degree:

College: Address: YES NO
From: To: Did you graduate? ☐ ☐ Degree:

Other: Address: YES NO
From: To: Did you graduate? ☐ ☐ Degree:

References

Please list three professional references.

Full Name: Relationship:
Company: Phone: ()

Address:

Full Name: Relationship:
Company: Phone: ()

Address:

Full Name: Relationship:
Company: Phone: ()

Address:

Previous Employment

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES ☐ NO ☐

Military Service

Branch: _____ From: _____ To: _____
Rank at Discharge: _____ Type of Discharge: _____
If other than honorable, explain: _____

Disclaimer and Signature

The information provided in this Application for Employment is true, correct, and complete. If employed, any misstatements or omission of fact on this application may result in my dismissal. I further understand that a drug test will be required prior to employment. Furthermore, I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

If you decide to engage an investigative consumer report (Employment Screening) to report on my credit and personal history I authorize you to do so. If a report is obtained you must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.

Signature: _____ Date: _____

Notice and Authorization of Use of Consumer Reports for Employment Purposes

As a condition of employment with **HARRISON & LEAR INC.** a consumer report and/or investigative consumer report shall be obtained for employment purposes when evaluating your eligibility for employment, promotion, reassignment, and / or retention.

I, _____, hereby authorize **HARRISON & LEAR INC.** to obtain a consumer report and / or investigative consumer report on myself for the purpose of evaluating my eligibility for employment, promotion, reassignment, and / or retention with **HARRISON & LEAR INC.**

I understand that such reports may include information bearing upon my credit worthiness, credit standing, character, general reputation, personal characteristics, and / or mode of living. I further acknowledge that such information may be obtained through personal interviews with any person who has knowledge of such information.

I understand that I have the right to request the complete and accurate disclosure of the nature and scope of any investigative consumer report performed, and hereby acknowledge receipt of the federal trade commission's summary of consumer rights enclosed herein.

I authorize and request every person, firm, company, corporation, governmental agency, court, college, university, school district, or other education institution, law enforcement office, and any other entity having control or possession of any information pertaining to me or my background to furnish same to any requesting party complying information for the purpose indicated herein.

Date: _____ Applicant's Signature: _____

Social Security Number: _____ ** Printed Name: _____

Current Address: _____

Previous Address: _____

Date of Birth: _____ **

Home Phone: _____ **

Cell Number: _____ **

*** Responses to these questions are completely voluntary. You need not respond to have your application considered. However, without this information, we may be unable to distinguish you from another in the event we discover adverse information during our background investigation.*