

# Heartland Office Installers

## Employment Application

Instructions: Please print all information and complete every part of this application. If there is anything which does not apply to you, mark "N/A". Do not leave any questions unanswered. Any misleading, false, or incomplete responses may result in disqualification for hire or immediate dismissal from employment. You may add another page if necessary.

Social Security Number: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last (As it appears on your Social Security Card)                      First                      Middle Initial

Home Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Other Phone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you looking for Full-time or Part-time hours?     Full-time     Part-time

How did you learn about this position: <small>(Please check only one)</small>	<input type="checkbox"/> Newspaper Ad		
	<input type="checkbox"/> Temp Agency		
	<input type="checkbox"/> Heartland Employee	_____	_____
		<small>First Name</small>	<small>Last Name</small>
	<input type="checkbox"/> Other	_____	_____
		<small>First Name</small>	<small>Last Name</small>

Are you authorized to work in the U.S.?     No     Yes

Are you at least 18 years old?     No     Yes    If not, are you at least 16 years old?     No     Yes

Heartland Office Installers will run a security/background checks on all final applicants. Have you ever been convicted of a misdemeanor or felony? A conviction includes a plea, verdict, deferred judgment/sentence or finding of guilt regardless of whether sentence is imposed by the court.

No     Yes    If yes, please list all:

County/State		When:		Convicted Offense:		<input type="checkbox"/> Misdemeanor	<input type="checkbox"/> Felony
County/State		When:		Convicted Offense:		<input type="checkbox"/> Misdemeanor	<input type="checkbox"/> Felony
County/State		When:		Convicted Offense:		<input type="checkbox"/> Misdemeanor	<input type="checkbox"/> Felony

*(Disclosure of a criminal record will not necessarily disqualify you from employment. Each conviction or guilty plea will be evaluated on its own merits with respect to time, circumstances and seriousness in relation to the job for which you are applying. However, failure to disclose such information may result in disqualification of your application or termination of employment.)*

### EDUCATION

Highest level of education completed? _____			
High School Diploma	<input type="checkbox"/> Yes <input type="checkbox"/> No	GED	<input type="checkbox"/> Yes <input type="checkbox"/> No
Associates Degree	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bachelors Degree	<input type="checkbox"/> Yes <input type="checkbox"/> No
Major: _____		Minor: _____	Masters Degree <input type="checkbox"/> Yes <input type="checkbox"/> No
College or University Attended _____		Other: _____	

