



Employment Application

Applicant Information

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

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () _____ Email _____

Position desired: _____

Availability to start work on (date): _____

Are you authorized to work in the US? YES NO
☐ ☐

Have you ever worked for Horsburgh & Scott? YES NO If yes, when? _____
☐ ☐

If yes, explain: _____

Education

High School _____

Did you graduate? YES NO Degree: _____
☐ ☐

College: _____

Did you graduate? YES NO Degree: _____
☐ ☐

Other: _____

Did you graduate? YES NO Degree: _____
☐ ☐

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
☐ ☐

List any organizations, clubs, societies or professional memberships which relate to the job for which you are applying:

List any skills/experience that pertain to the position you are applying to (if applicable): _____

References

Please list three professional references.

Full Name:	_____	Relationship:	_____
Company:	_____	Phone:	_____
Address:	_____ _____		
Full Name:	_____	Relationship:	_____
Company:	_____	Phone:	_____
Address:	_____ _____		
Full Name:	_____	Relationship:	_____
Company:	_____	Phone:	_____
Address:	_____ _____		

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Please Read Carefully Before Signing This Form

If I am employed, I agree to comply with all company rules and regulations. Should I receive an offer of employment, I agree to submit to a pre-hiring physical examination and examinations thereafter consistent with Horsburgh & Scott's policy and the law. I agree be photographed after employment. You are hereby authorized to verify the information I have supplied and to conduct my investigation of my personal history, credit and financial records, driving record(s) criminal convictions, and/or military service, employing investigative, and credit agencies and bureaus of your choice subject to the provisions of the Fair Credit Reporting Act. I authorize investigation of all statements contained in this application, and authorize the companies, schools, and persons named above to give any information requested regarding any employment, character, and qualifications. I hereby release and hold harmless Horsburgh & Scott, former employers, schools and persons from any liability or any damage arising out of or relating to release of information. I understand that misrepresentation or omission of facts called for on this application is cause for rejection of the application and for subsequent dismissal from employment. I understand and agree that if hired I will be employed on at-will basis. This means that my employment relationship with the company may be terminated at any time by the company for any reason or no reason whatsoever within its sole discretion. I also understand that no employee, supervisor, or representative of the company has any authorization to make any promises, statement or agreement which alters my at-will status unless made in writing and signed by the president of company.

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____