



H&H INSTALLATION SERVICES, Inc.

Employment Application

APPLICANT INFORMATION

| | | | |
|---|------------------------------|-----------------------------|---|
| Last Name | First | M.I. | Date |
| Street Address | | Apartment/Unit # | |
| City | State | ZIP | |
| Phone | E-mail Address | | |
| Date Available | Social Security No. | Desired Salary | |
| Position Applied for | | | |
| Are you a citizen of the United States? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Have you ever worked for this company? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If so, when? |
| Have you ever been convicted of a felony? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If yes, explain |

EDUCATION

| | | | |
|-------------|-------------------|------------------------------|---|
| High School | Address | | |
| | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> Degree |
| College | Address | | |
| From | To | Did you graduate? | YES <input type="checkbox"/> NO <input type="checkbox"/> Degree |
| Other | Address | | |
| From | To | Did you graduate? | YES <input type="checkbox"/> NO <input type="checkbox"/> Degree |

REFERENCES

Please list three professional references.

| | |
|-----------|--------------|
| Full Name | Position |
| Company | Phone () |
| Address | |
| Full Name | Position |
| Company | Phone () |
| Address | |
| Full Name | Position |
| 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

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 _____



PERSONAL

Name

Present Address

Phone

Cell Phone

e-mail

Yes No Are you at least 18 years of age? If not, date of birth:

Yes No Are you legally authorized for employment in the United States?

Yes No Have you ever worked for H&H Installations Inc. before?

Yes No Have you ever been discharged, asked or allowed to resign under threat of discharge?
If yes, please explain below, or may use back side of this page.

Yes No Have you ever been suspended (paid or unpaid) or placed on administrative leave?
If yes, please explain below, or may use back side of this page.

Yes No Have you ever been convicted of, or pled no contest to, any violation(s) of the law
(excluding minor traffic violations)?

If yes, please provide the conviction, conviction date and other pertinent information below, or may use back side of this page. Please note that existence of a record of violation will not automatically bar you from consideration for employment. You are not required to disclose sealed or expunged records of conviction.

Yes No Have you ever been disciplined or discharged for any form of inappropriate behavior (harassment, discrimination, threats, fighting, incidents involving violence, ect.)?

If yes, please explain below, or may use back side of this page.

Yes No Have you ever been disciplined or discharged from a position as a result of inappropriate use of company or customer assets, theft, dishonesty or embezzlement?

If yes, please explain below, or may use back side of this page.



Driving Experience

| Class | Company | Date from | Date to |
|-------------------|---------|-----------|---------|
| Straight truck | _____ | _____ | _____ |
| 26K and under GVW | _____ | _____ | _____ |
| Forklift | _____ | _____ | _____ |

Driving record for the past three years

| Dates | Nature of Accident (head on, rear end, upset, ect.) | Fatalities | Injuries |
|-------|---|------------|----------|
|-------|---|------------|----------|

By signing and providing a driver's license number, you give H&H Installations Inc. or its agents permission to check your driving record both now and through your employment, if hired by H&H Installations Inc.

Signature _____

Drivers license number _____



Certification, Authorization, Release and Acknowledgement

I certify that all information provided in this application, in all attachments to it, during all interview, background and fact checking activities are true, accurate, complete and do not contain any misrepresentations or material omissions. I acknowledge that any misrepresentation or material omission will, with or without when discovered or who provided the information, be sufficient justification for denial of employment, hiring, immediate termination.

I expressly authorize H&H Installations Inc., its affiliated companies and/or agents to investigate and all oral or written statements made during the employment process and to obtain investigative reports, to check my reference and employment records, credit history, driver's record, and criminal history. I further expressly authorize H&H Installations Inc., its affiliated companies and/or agents to investigate my background and all oral or written statements made during the employment process and to obtain investigative consumer reports, to check my reference and employment records, credit history, driver's record, and criminal history and all such other information as the H&H Installations Inc., its affiliated companies and/or agents deem appropriate during the period of my employment. These additional background investigations may include, but are not limited to, gathering information through personal interviews with neighbors, friends and others with whom I am acquainted to understand my character, general reputation, personal characteristics and mode of living. I understand I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of these investigations. I authorize any reference or information source and all previous employers and educational institutions to provide any information they have concerning me. I fully release H&H Installations Inc., and its affiliated companies, owners, directors, officers, employees and agents from any and all claims, damages or liability arising directly or indirectly out of the pursuit, provision of or use of these materials.

I fully release any previous employer and any other reference source from any and all claims, damages or liability for providing reference or other information to the H&H Installations Inc., its affiliated companies and/or agents. I authorize H&H Installations Inc., its affiliated companies, owners, directors, officers, employees and agents from any and all liability for providing this information.

I acknowledge that I am an "employee at will" and that I have not been hired for a definite period of time. I can terminate the employment relationship with or without cause and with or without advanced notice at my sole discretion. H&H Installations Inc., has the same right at its sole discretion. I acknowledge that only the president of H&H Installations Inc., can enter into a contract of employment with me, that such contract is not valid unless in writing and signed by the president of H&H Installations Inc., I further acknowledge that I have not received any assurances or writing that would qualify as a contract specifying the length of my employment from any other H&H Installations employee, officer or agent. At H&H Installations Inc., its affiliated companies' and/or agents' election, I agree to submit any legal dispute that I may file to binding arbitration pursuant to the then current employment dispute resolution rules of the American Arbitration Association. I further agree that in the event of litigation arising from my employment relationship with H&H Installations Inc., its affiliated companies and/or agents, the proper venue and only location for such lawsuit shall be Livingston County, Illinois.

I further agree to fully and immediately comply with all H&H Installation Inc., rules, regulations, policies and procedures as they currently exist or as they are subsequently added, interpreted or modified over time.

Print full name _____

Sign full name _____ Date _____

