



EMPLOYMENT APPLICATION

EQUAL OPPORTUNITY EMPLOYER

Walter Hammond is committed to providing equal opportunity to all qualified employees without regard to race, color, religion, gender, national origin, age, physical or mental disability, status with regard to public assistance, membership or activity in a local commission, status as a military veteran, or marital status. Qualifications for employment and promotion are based upon ability to perform the job, as well as dependability and reliability once hired.

SOME FACTS ABOUT MYSELF		
LAST NAME:		
FIRST NAME:	MIDDLE NAME:	
ADDRESS:		
CITY:	STATE:	ZIP:
HOME PHONE:	WORK and/or CELLPHONE:	
EMAIL ADDRESS:		
The position I would like to be considered for:		
<input type="checkbox"/> Sales Engineer (Outside Sales)	<input type="checkbox"/> Marketing	
<input type="checkbox"/> Administrative Assistant/Receptionist	<input type="checkbox"/> Warehouse/Delivery	
<input type="checkbox"/> Customer Service (Inside Sales)	<input type="checkbox"/> OTHER: _____	

JOB POSITION INFORMATION		
My pay expectations are:	I am interested in working: Full-time Part-time	I am interested in working _____ hours per week.
I am available to begin work:	Have you worked for Walter Hammond previously? YES NO If YES, when? _____	
I learned about Walter Hammond from:		

MY EDUCATIONAL BACKGROUND					
SCHOOL	NAME & LOCATION OF SCHOOL	COURSE OF STUDY	NO. OF YEARS COMPLETED	DID YOU GRADUATE?	DEGREE / DIPLOMA
Elementary				YES NO	
High School				YES NO	
College				YES NO	
Other				YES NO	

Are you under 18 years of age: YES NO

Are you legally eligible to work in the United States? YES NO
(Proof of citizenship or immigration will be required upon employment)

MY OFFICE SKILLS		
(Place an "X" next to your current skills)		
Data Entry PC Word Processing	<input type="checkbox"/> Microsoft Access <input type="checkbox"/> Microsoft Excel <input type="checkbox"/> Microsoft PowerPoint <input type="checkbox"/> Microsoft Word	10-key by Touch Typing WPM _____ OTHER: _____

WHERE I HAVE WORKED		May we contact your current employer? YES NO
1	Company Name (most recent / current employer)	Telephone: () -
	Address:	Dates worked: ____ / ____ to ____ / ____ FT PT Hours per week: _____
	My immediate supervisor was:	Paid HR WK Other: _____ Starting Pay _____ Ending Pay _____
	My title was: _____ I was responsible for (list) _____ _____ _____	The reason I left was: _____ _____ _____

2	Company Name	Telephone: () -
	Address:	Dates worked: ____ / ____ to ____ / ____ FT PT Hours per week: _____
	My immediate supervisor was:	Paid HR WK Other: _____ Starting Pay _____ Ending Pay _____
	My title was: _____ I was responsible for (list) _____ _____ _____	The reason I left was: _____ _____ _____
3	Company Name	Telephone: () -
	Address:	Dates worked: ____ / ____ to ____ / ____ FT PT Hours per week: _____
	My immediate supervisor was:	Paid HR WK Other: _____ Starting Pay _____ Ending Pay _____
	My title was: _____ I was responsible for (list) _____ _____ _____	The reason I left was: _____ _____ _____
4	Company Name	Telephone: () -
	Address:	Dates worked: ____ / ____ to ____ / ____ FT PT Hours per week: _____
	My immediate supervisor was:	Paid HR WK Other: _____ Starting Pay _____ Ending Pay _____
	My title was: _____ I was responsible for (list) _____ _____ _____	The reason I left was: _____ _____ _____

DID I MENTION?	
Occasionally it may be difficult for an applicant to adequately summarize their complete background. To assist us in finding the proper position for you in our company, use the space below to summarize any additional information necessary to describe your full qualifications.	

MY SIGNATURE

I hereby declare that the information provided by me in this Application for Employment is true, correct, and complete to the best of my knowledge. I understand that if I am employed by Walter Hammond, any misstatement or omission of fact on this application may be considered sufficient cause for my not being hired or cause for dismissal if I am already hired.

I understand that acceptance of an offer does not create a contractual obligation upon Walter Hammond to continue to employ me in the future and that if I am hired, my employment can be terminated by me or by Walter Hammond with or without notice, at any time, with or without cause, for any reason. Any employment relationship is of an "at will" nature.

I hereby authorize Walter Hammond to investigate and verify the information that I have provided on this Application of Employment. I also authorize the education institutions, current and previous employers, military services and personal references to disclose to Walter Hammond information about my education, employment history, military service and other background and they are hereby released from all liability for issuing such information.

Signature

Date

TO BE COMPLETED BY EMPLOYER

Interviewer(s)	Date Interviewed	Position Interviewed For:	Interview Method	Notes
			phone group personal	
			phone group personal	