



Hire Heroes USA
"An Equal Opportunity Employer"

Please print all information

Date: __/__/__

Name: _____
First Name Middle Name Last Name

Present Address: _____
Street Number and Name

_____ City State Zip

Telephone: (____) _____

Employment Desired

Position applying for: _____

How did you hear about us? E.g., newspaper, current employees? _____

Are you applying for:

Regular full-time work? Yes No

Regular part-time work? Yes No

Temporary work, e.g., summer or holiday work? Yes No

What days and hours are you available for work? _____

If applying for temporary work, during what period of time will you be available?

From _____

Are you available for work on weekends? Yes No

Would you be available to work overtime, if necessary? Yes No

If hired, on what date can you start work? _____

Salary desired: \$ _____



Personal Information

Do you have any friends or relatives working for Hire Heroes USA? Yes No
 If yes, please state name(s) and relationship _____

Have you ever worked for Hire Heroes USA? Yes No
 If yes, where? _____ When? (Dates) _____
 Job Title? _____

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you at least 18 years of age? Yes No
(If under 18, proof of age and a work permit may be required before hiring)

Do you have a legal right to work in the United States? Yes No
(Proof of identity and right to work in the US are conditions of employment)

Can you perform the essential functions of the job for which you are applying? Yes No
 If no, describe the functions that cannot be performed: _____

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

Have you ever been convicted of a felony that has not been judicially expunged, sealed or eradicated?
 Yes No
 If yes, state the nature of the crime(s), when and where convicted and disposition of the case(s).

Education, Training and Experience

School	Name and Address	Years Completed	Did You Graduate?	Area of Study	Degree or Diploma
High School			Yes <input type="checkbox"/> No <input type="checkbox"/>		
College/ University			Yes <input type="checkbox"/> No <input type="checkbox"/>		
Vocational/ Business			Yes <input type="checkbox"/> No <input type="checkbox"/>		
Other			Yes <input type="checkbox"/> No <input type="checkbox"/>		



Do you have any other experience, training, qualifications or skills which you feel make you especially suited for work at Hire Heroes USA? If so, please explain: _____

Are you currently employed? Yes No
 If so may we contact your current employer? Yes No

Employment History

List all present and past employment starting with your most recent employer. Account for all periods of unemployment. History for the last 10 years is required. Complete this section even if attaching a resume.

Company Name _____
 Employment Dates: From _____ To _____
 Address _____
 Street City State Zip
 Type of Business _____
 Telephone No. (____) _____ Supervisor's Name _____
 Your Position and Duties:

 May we contact? Yes No
 Reason for leaving: _____

Company Name _____
 Employment Dates: From _____ To _____
 Address _____
 Street City State Zip
 Type of Business _____
 Telephone No. (____) _____ Supervisor's Name _____
 Your Position and Duties:

 May we contact? Yes No
 Reason for leaving: _____



Company Name _____			
Employment Dates: From _____		To _____	
Address _____			
Street	City	State	Zip
Type of Business _____			
Telephone No. (_____) _____		Supervisor's Name _____	
Your Position and Duties:			

May we contact? Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Reason for leaving: _____			

References

List below three persons not related to you who have knowledge of your work performance within the last three years. (i.e.... supervisors, managers, co-workers)

Name _____

Address _____
Street City State Zip

Occupation _____

Telephone No. (_____) _____ No. of Years Acquainted _____

Name _____

Address _____
Street City State Zip

Occupation _____

Telephone No. (_____) _____ No. of Years Acquainted _____

Name _____

Address _____
Street City State Zip

Occupation _____

Telephone No. (_____) _____ No. of Years Acquainted _____



Please Read Carefully, Initial Each Paragraph and Sign Below

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed the application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ Unless I specifically checked “no”, I agree the Company may contact my present and past employers to check this information and any matter related to my employment. I also authorize any person or company to give Hire Heroes USA any information requested about me. I waive and release all persons and companies from any liability or damages that may result from the use, disclosure, or release of this information, whether it is favorable or unfavorable to me. I also authorize Hire Heroes USA to thoroughly investigate my references, education and other matters related to my suitability for employment and, further authorize my references I have listed to disclose to any and all letters, reports and other information related to my suitability for employment, without giving me prior notice of such disclosure. In addition, I hereby release my former employers and all other persons, corporation, partnerships and associations from any and all claims demand or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I hereby agree to submit to binding arbitration all disputes and claims arising out of the submission of this application. I further agree, in the event that I am hired by Hire Heroes USA, that all disputes that cannot be resolved by informal internal resolution which might arise out of my employment with, whether during or after that employment, will be submitted to binding arbitration. I agree that such arbitration shall be conducted under the rules of the American Arbitration Association. This application contains the entire agreement between the parties with regard to dispute resolution, and there are no other agreements as to dispute resolution, either oral or written.

_____ I understand that if Hire Heroes USA hires me, I have no guarantee about the length of my employment and that either party may end the employment relationship at will, any time, with or without cause, and with or without notice.

Applicant’s Signature _____ Date _____



Hire Heroes USA

Equal Employment Data Collection Form

The following statistical information is required for compliance with federal laws assuring equal employment opportunity without regard to race, color, sex, national origin, religion, age or disability, as well as the Vietnam-era readjustment act. The information requested is voluntary and will remain separate from your application for employment.

Last Name _____ First Name _____ MI _____

Address _____
Street City State Zip

Application Date _____ Date of Birth _____

EEO Code (Choose a code from below)

-
- A – White Male
 - B – White Female
 - C – Black Male
 - D – Black Female
 - E – Hispanic Male (Spanish Origin)
 - F – Hispanic Female (Spanish Origin)
 - G – American Indian/Alaskan Native Male
 - H – American Indian/Alaskan Native Female
 - I – Asian or Pacific Islander Male
 - J – Asian or Pacific Islander Female
-

Are you a disabled veteran? (30% V.A. Compensation or discharged because of disability incurred in line of duty.)

Yes No

Do you have a disability? (Impairment which substantially limits one or more of your life activities.)

Yes No

Are you a Vietnam era veteran? (180 days Active Duty between August 15, 1964 and May 7, 1975.)

Yes No

Job you have applied for _____

Referral Source _____



Definitions of Race/Ethnic Categories

Hispanic of Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

American Indian or Alaskan Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (Including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races.