

Date: \_\_\_\_\_ Position (s) Applied For: \_\_\_\_\_

●PLEASE READ BEFORE COMPLETING THIS APPLICATION FORM ●

If you need help filling out this application form or during any phase of the employment application process, please notify the person who gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time.

Name:	_____	Social Security #	_____
	Last                      First                      Middle		
Permanent Address:	_____		
		City	State                      Zip
Phone:	_____	Driver's License #	_____ State: _____ (If essential to job function)
Have you ever been employed here before?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, give date and department: _____	
Are you willing to work :	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Specify days & hours for part time: _____	
If your application is viewed favorably, on what date can you start work:	_____		
Are you legally eligible for employment in the U.S.A.?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you under 18 years old:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you able to meet the scheduled hours and attendance per company requirements?	Yes <input type="checkbox"/> No <input type="checkbox"/>		

This company does not discriminate in the recruitment, hiring and conditions of employment on the basis of race, color, religion, national origin, sex, marital status, disability, age, or veteran status. No question on this application is intended to secure information to be used in a discriminatory manner. Your completed application will be reviewed carefully, but its receipt does not imply that you will be employed. Employment consideration necessitates that you meet all minimum qualifications required of the position for which you are applying.

EDUCATION- Give name and address of schools attended:			
High School	Trade/Vocational/Technical/ Training	College/ University	Graduate/Professional
Subject Studied and Degree Received:	Subject Studied and Degree Received:	Subject Studied and Degree Received:	Subject Studied and Degree Received:

**Skills, Experience or Machinery Operated relevant to the position applied for:**

Can You (please check all that apply):

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Mig Weld          | <input type="checkbox"/> Operate Woodworking Equipment | <input type="checkbox"/> Operate Hand Tools                              | <input type="checkbox"/> Do Basic Wiring |
| <input type="checkbox"/> Operate CNC Lathe | <input type="checkbox"/> Operate CNC Mill              | <input type="checkbox"/> Interpret Wiring diagrams & exploded part views |  |

List below any additional:

**EMPLOYMENT HISTORY – Failure to provide complete and accurate information may disqualify your application.**

1.	Employed From _____ To _____	Position/Work Performed:
	Salary Start _____	
	Salary Finish _____	
	Supervisor Name _____	Reason for Leaving:
Phone: _____		
May we contact this employer: Yes <input type="checkbox"/> No <input type="checkbox"/>		
2.	Employed From _____ To _____	Position/Work Performed:
	Salary Start _____	
	Salary Finish _____	
	Supervisor Name _____	Reason for Leaving:
Phone: _____		
May we contact this employer: Yes <input type="checkbox"/> No <input type="checkbox"/>		
3.	Employed From _____ To _____	Position/Work Performed:
	Salary Start _____	
	Salary Finish _____	
	Supervisor Name _____	Reason for Leaving:
Phone: _____		
May we contact this employer: Yes <input type="checkbox"/> No <input type="checkbox"/>		

Have you ever been terminated or asked to resign from any job? Yes  No  If Yes, please explain circumstances:

Explain fully any gaps in your employment history:

Have you ever been convicted, pled guilty, no contest, or forfeited bond or bail for any crime other than traffic violations?  
 Yes  No  If yes, please explain:

**\*\* A conviction record will not necessarily bar you from employment with HIX Corporation. Factors such as date of the offense, seriousness, and the nature of the violation, rehabilitation and position applied for will be taken into account.**

DRUG TESTING will be performed along with reference checks as a condition of employment for any new employee. A positive drug test will automatically eliminate that individual from employment and HIX Corporation. HIX Corporation does not enter into either oral or written employment contracts, except with some officers of the company. I have read and understand that all employees of the company are at-will-employees and may voluntary leave employment, and are subject to termination at any time, with or without given reason, according to management's judgment of what is best for the company. I also understand that if I am hired, I will be required to provide proof of identity and legal work authority to work in the United States and that federal immigration laws require me to complete and I-9 immigration status form. I further certify that the information that I have provided in this application for employment is true and correct. I understand that if I am employed by HIX Corporation and it is thereafter determined that any of the information I have provided in this application is false that I am subject to termination at the discretion of management. I authorize HIX Corporation to make such investigation as it deems necessary in considering this application for employment. I understand that such investigation may include contact with my references, former employers, and others. And that such contacts may result in obtaining information regarding my character and personal habits, as well as other information. I waive and release HIX Corporation, its agents and employees from any and all liability which might arise through the reference check. I also authorize HIX Corporation to verify my educational credentials, and waive and release HIX Corporation, its agents and employees from any and all liability which might arise through the verification of my educational credentials.

Although the company may keep this application on file indefinitely, this application will be considered current and active only for thirty (30) days. If you wish to be considered for employment after that time, you must reapply.

**I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE AND ACCURATE.**

Resume Attached Yes  No  Signature of Applicant \_\_\_\_\_  
 Date: \_\_\_\_\_