

**HOOBER, Inc**  
**PRE-EMPLOYMENT INFORMATION SHEET**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

What type of work do you desire?

\_\_\_\_\_  
\_\_\_\_\_

What work experience do you have?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What equipment have you been trained to operate?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you currently employed?       Yes       No

If we should offer you a job, how soon could you start? \_\_\_\_\_

What salary or hourly rate would you like to receive? \_\_\_\_\_

List any Hooper Employees and/or Customers that you know well

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# HOOBER, Inc

## APPLICATION FOR EMPLOYMENT

**PERSONAL INFORMATION** Complete *all* applicable information

Name (Full - Last, First, MI):			
Position(s) Applied for:		Are you willing to work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary Basis <input type="checkbox"/> Weekends <input type="checkbox"/> Evenings	
Street Address:		City:	State:     Zip:
Home Phone:	Business Phone:	Cell Phone:	Have you ever been employed by Hooper, Inc? <input type="checkbox"/> Yes <input type="checkbox"/> No     Where?
Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		When could you start employment?	
Have you ever applied for employment with our company? <input type="checkbox"/> Yes <input type="checkbox"/> No     When?		How did you hear about our job opening? Which Location?	

**EMPLOYMENT HISTORY** (List the last three employers, starting with the most recent one first)

Present or Last Position:	Name of Company:	From Mo/Yr:	To Mo/Yr:
Street Address:		City:	State:     Zip:
Duties:		Reason for Leaving:	
		May we contact your supervisor?	
Name of Supervisor:	Title & Department of Supervisor:	Phone # of Supervisor:	

Present or Last Position:	Name of Company:	From Mo/Yr:	To Mo/Yr:
Street Address:		City:	State:     Zip:
Duties:		Reason for Leaving:	
		May we contact your supervisor?	
Name of Supervisor:	Title & Department of Supervisor:	Phone # of Supervisor:	

Present or Last Position:	Name of Company:	From Mo/Yr:	To Mo/Yr:
Street Address:		City:	State:     Zip:
Duties:		Reason for Leaving:	
		May we contact your supervisor?	
Name of Supervisor:	Title & Department of Supervisor:	Phone # of Supervisor:	

# HOOBER, Inc

## APPLICATION FOR EMPLOYMENT

### EDUCATION INFORMATION

High School or GED	City	State	Degree	Subjects Studied	GPA
College	City	State	Degree	Major	GPA
College	City	State	Degree	Major	GPA
Graduate School	City	State	Degree	Major	GPA
Other	Address		Degree	Major	GPA

### PERSONAL REFERENCES

Name	Address	City	State	Phone #
Relationship		Years Known		
Name	Address	City	State	Phone #
Relationship		Years Known		
Name	Address	City	State	Phone #
Relationship		Years Known		

### GENERAL

Additional information that will be helpful in assessing your qualifications as it relates to an open position:

### PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY

In consideration of my employment, I agree to conform to the policies and procedures of the company. I understand that in accepting this application, the company is in no way obligated to provide me with employment and that I am not obligated to accept employment if offered. Furthermore, if employed, I understand that I am employed at will and that my employment and compensation can be terminated with or without cause, and with or without notice at any time.

- I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any falsified statements on this application or omission of fact on either this application or during the pre-employment process will result in my application being retracted, or, if I am hired, in my employment being terminated.
- I hereby authorize the company to contact references, former employers, schools, and others to investigate all statements contained in this application and make full disclosure of my prior education and work records, including disciplinary records, if applicable. I hereby release the company, any prior employer, school, reference, or credit reporting agency, including their agents, employees, representatives or attorneys, from all claims and liability which may arise from the providing or use of any personal, employment, school, or credit reference information.
- I also understand that any offer of employment is conditioned on the completion of pre-employment background checks, drug and alcohol tests, and other completed documentation. I will, upon request, sign all necessary consent forms.

Date:	Signature:
-------	------------