# *A picture containing text, clipart Description automatically generated*

***FOR OFFICE USE ONLY***

**Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Division:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Pay Rate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# *WE ARE AN EQUAL OPPORTUNITY EMPLOYER (PLEASE PRINT)*

## Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | Last | First | M.I. |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/Unit # |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | State | ZIP Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email (*required)* |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date Available: |  | Desired Salary: | $ | Social Security Number: |  |

|  |  |
| --- | --- |
| Position Applied for: |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Are you legally eligible to work in the United States? | YES | NO |  | If selected for employment, are you willing to submit a background check? |  | YES | NO |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Have you ever been employed with us before? If yes, when?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | YES | NO |  | Any acquaintances, friends or relatives employed with us? | YES | NO | If yes, who? |  |

## Education

|  |  |  |  |
| --- | --- | --- | --- |
| School Name | Location | Years Attended | Degree/ Major |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## References

Please list two professional references.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name: |  | | Relationship: |  |
| Company: |  | | Phone: |  |
|  |  | |  |  |
| Full Name: |  | | Relationship: |  |
| Company: |  | | Phone: |  |
|  |  | |  |  |
| *State any additional information you feel may be helpful to us in considering your application, including any job related training, certificates, etc.* | |  | | |
|  | |  | | |
|  | |  | | |
| How Did You Learn About Us?  Friend  Relative  Inquiry  Job Board *please list*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other | | | | |

## Previous Employment

|  |  |  |  |
| --- | --- | --- | --- |
| Employer: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | From: | \_\_\_\_\_\_\_\_\_\_\_ | To: | \_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Responsibilities: |  | | | | | |
|  | | | | | | |
| Reason for Leaving: | |  |  | May we contact for a reference? | YES | NO |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | |  |  |  | |
| Employer: |  | | | Phone: |  |
| Address: |  | | | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | From: | \_\_\_\_\_\_\_\_\_\_\_ | To: | \_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Responsibilities: | |  | | | | | | | | | |
|  | | | | | | | | | | | |
| Reason for Leaving: | | |  |  | | | | May we contact for a reference? | | YES | NO |
|  | | | | |  |  |  | | | | |
|  | | | | |  |  |  | | | | |
| Employer: |  | | | | | | Phone: | |  | | |
| Address: |  | | | | | | Supervisor: | |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | From: | \_\_\_\_\_\_\_\_\_\_\_ | To: | \_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Responsibilities: |  | | | | | |
|  | | | | | | |
| Reason for Leaving: | |  |  | May we contact for a reference? | YES | NO |

## Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

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

Hoekstra Companies is an equal opportunity employer. We do not discriminate based on race, color, religion, marital status, age, ancestry, physical or mental disability, medical​​​ condition, pregnancy, sexual orientation, gender identity, veteran status, or any other status protected under federal, state, or local law. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs.