

# HOEKSTRA

WE ARE AN EQUAL OPPORTUNITY EMPLOYER (PLEASE PRINT)

FOR OFFICE USE ONLY

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

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

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

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

## 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.