



Herbert, Rowland & Grubic, Inc.

[BUILDING RELATIONSHIPS.
DESIGNING SOLUTIONS.]

APPLICATION FOR EMPLOYMENT

Please complete in full even if submitting a resume

		DATE	
NAME: First, Middle, Last		EMAIL:	
PERMANENT ADDRESS:		TELEPHONE NO:	
CITY:	STATE:	ZIP:	
TEMPORARY ADDRESS:			
POSITION DESIRED:		RECRUITMENT NUMBER (REC#):	
SALARY REQUESTED:		DATE AVAILABLE:	
ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input type="checkbox"/> No		PREFERRED LOCATION:	
ARE YOU AVAILABLE TO WORK: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary			
ARE YOU CURRENTLY ON LAY-OFF STATUS AND SUBJECT TO RECALL? <input type="checkbox"/> Yes <input type="checkbox"/> No			
CAN YOU TRAVEL IF A JOB REQUIRES IT? <input type="checkbox"/> Yes <input type="checkbox"/> No			
ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THIS COUNTRY? <input type="checkbox"/> Yes <input type="checkbox"/> No			
HOW DID YOU LEARN OF HRG?			

EDUCATION

	Name/Address/Telephone	Course of study	Number of years completed	Did you graduate?	Diploma or Degree received
High School					
College					
Technical School					
Other					

Professional Licenses by States _____

List Professional, Trade, Business, or Civic Activities _____

We Are an Equal Opportunity Employer

EMPLOYMENT EXPERIENCE

List in order with **MOST RECENT** employer first. Use supplemental sheets if necessary.

1. From	To	Job Title	Supervisor's Name	Salary
Company		Address:	Telephone Number:	
Description of duties (include significant responsibilities, accomplishments and contributions):				
Reason for Leaving:				
2. From	To	Job Title	Supervisor's Name	Salary
Company		Address:	Telephone Number:	
Description of duties (include significant responsibilities, accomplishments and contributions):				
Reason for Leaving:				
3. From	To	Job Title	Supervisor's Name	Salary
Company		Address:	Telephone Number:	
Description of duties (include significant responsibilities, accomplishments and contributions):				
Reason for Leaving:				

MILITARY SERVICE

US Military Service:

Rank:

Branch:

Length of Service:

Type of Duty:

If in the Active Reserve, state component:

SKILLS INVENTORY

List the skills which you would bring to the position:

Computer Hardware:

(Indicate level of proficiency: Very Proficient, Moderately Proficient, Beginner)

Computer Software:

(Indicate level of proficiency: Very Proficient, Moderately Proficient, Beginner)

REFERENCES

List three (3) professional references who are not relatives:

	Name & Occupation	Address	Phone Number	Relationship/ Years Known
1.				
2.				
3.				

If you wish to give any additional information, use this space

Have you ever been convicted of, plead guilty; plead no contest or nolo contendere to a crime?

Yes: No:

If yes, please list crimes and dates of conviction, guilty plea, no contest or nolo contendere plea:

(A conviction record will not necessarily be a bar to employment, but failure to answer will preclude further consideration for employment with HRG.)

Are you under any obligation to a previous employer, through a covenant not to compete, or otherwise restricted in your acceptance of employment with a competitive firm?

Yes: No:

I certify that the answers given by me to all of the questions on this application are, to the best of my knowledge and belief, true and correct without reservations of any kind. I further affirm that I have not knowingly withheld any facts or circumstances that would materially affect this application. I authorize this company to verify any and all information contained in this application from former employers and others, and I release all concerned from any liability in connection with any information they give. I understand that if any information is discovered to be untrue it may be grounds for disqualification from employment or termination of employment if already employed.

Applicant's Signature

Date

By checking this box I acknowledge that I am submitting this document electronically and am unable to sign this document. This is to be accepted as my signature.

VOLUNTARY IDENTIFICATION FORM
Gender, Race and Ethnic Group

The Federal Government requires that an employer maintain records on the race, sex, and ethnic group of its applicants. In order to comply with government requirements, Herbert, Rowland & Grubic, Inc. requests that you supply the information sought below. If you choose not to provide this information, your decision will not affect your application.

The information is for record keeping purposes ONLY and WILL NOT in any way affect any employment decisions. This questionnaire will be kept separately from your application.

Name: _____
Last
First
M.I.

Date of Application: _____ Position(s) Applied For: _____

Indicate Gender

- Male
 Female

Indicate Ethnic Group and Race

- Hispanic or Latino** **Not Hispanic or Latino (check one of the following)**
- White
 - Black or African American
 - Asian
 - Native Hawaiian or Other Pacific Islander
 - American Indian or Alaskan Native
 - Two or More Races

EEO-1 Ethnicity and Race Categories	Descriptions
Hispanic or 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 America.
Black or African American (Not Hispanic or Latino)	A person having origins in any of the black racial groups of Africa.
Asian (Not Hispanic or Latino)	A person with 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.
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.
Native American or Other 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.

- I decline to provide race and gender information and do not want to be considered for employment.
- I decline to provide my race and gender information; however I wish to be considered for employment.

In conformity with applicable laws, Herbert, Rowland & Grubic is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, ancestry, national origin, age, disability, gender, or marital status, except where gender is a bona fide occupational qualification. The Company will give full consideration to the employment of disabled persons on work they are qualified to do.