



EMPLOYMENT APPLICATION

Please Print

Date	Last Name	First Name	Initial
Present Address			
Number & Street		City / State	Zip Code
() Home Phone	() Cell / Other Phone #	E-mail address	

EMPLOYMENT DESIRED

Position applying for: _____ FT _____ PT _____ Temp _____

Are you available for work on: Weekends Evenings Holidays Overtime
If hired, what date can you start work? _____

PERSONAL INFORMATION

Have you ever applied to or worked Highroad Consulting Group before? Yes No If so, when? _____

Do you have any friends or relatives working for Highroad Consulting Group? Yes No
If yes, state name (s): _____

Name

(Note: We may refuse to hire relatives of present employees if doing so could result in actual potential problems in supervision, security, safety, or morale, or if doing so could create conflicts of interest.)

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.)
 Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?
 Yes No

If no, describe the function(s) that cannot be performed:

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, skill and/or agility tests.)

EDUCATION, TRAINING AND EXPERIENCE

School	Name / Address	Number of Years Completed	Did you Graduate?	Degree or Diploma
High School	_____ Name _____ Address	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	City State Zip Code			

College / University _____ Yes No _____
Name _____

Address _____
City _____ State _____ Zip Code _____

Other/Vocational/Business _____ Yes No _____
Name _____

Address _____
City _____ State _____ Zip Code _____

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying

COMPUTER SKILLS (Please list your software experience and level of proficiency.)

REFERENCES – List below three persons, not related to you, who have knowledge of your work performance within the last five years.

NAME	OCCUPATION	TELEPHONE	NUMBER OF YEARS ACQUAINTED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer. Account for all periods of unemployment. **You must complete this section** even if attaching a resume.

Name of Employer Telephone Number _____

Type of Business Your Supervisor's Name _____

Address City State Zip Code _____
Dates of Employment: _____ to _____

Your Position and Duties

Reason for Leaving

What did you like most about your position?

What were the things you liked least about the position?

May we contact this employer for a reference? Yes _____ No _____

Name of Employer Telephone Number _____

Type of Business

Your Supervisor's Name

Address

City

State

Zip Code

Dates of Employment: _____ to _____

Your Position and Duties

Reason for Leaving

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Your Supervisor's Name

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State

Zip Code

Dates of Employment: _____ to _____

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Telephone Number

Type of Business

Your Supervisor's Name

Address

City

State

Zip Code

Dates of Employment: _____ to _____

Your Position and Duties

Reason for Leaving

What did you like most about your position?

What were the things you liked least about the position?

If not addressed on previous pages, have you ever been fired or asked to resign from a job? Yes_____ No_____
If yes, please explain:

Explain any gaps in your employment other than those due to personal illness, injury or disability.

Please Read Carefully, Initial Each Paragraph and Sign /Date Below

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize Highroad Consulting Group to investigate my references, work record, education, and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to Highroad Consulting Group any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Highroad Consulting Group, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

I understand that Highroad Consulting Group may require certain applicants for employment to submit to a fingerprint/background screening as part of the selection process, and that any offer of employment with Highroad Consulting Group is contingent upon the results of this screening being satisfactory. I understand that if I am employed with Highroad Consulting Group, it may require that I submit to a drug and/or alcohol screen if there is reasonable suspicion that I am under the influence of drugs or alcohol; and I hereby authorize the release of these drug screen results to Highroad Consulting Group.

I understand that nothing contained in the application or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and Highroad Consulting Group. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or Highroad Consulting Group, and that no promises or representations contrary to the foregoing are binding on Highroad Consulting Group unless made in writing and signed by me and the Highroad Consulting Group's designated representative.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Date

Applicant's Signature

We Are An Equal Employment Opportunity Employer