

APPLICATION FOR EMPLOYMENT



(847) 998-9300

www.hkastaffing.com

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|--|--|---|---|--|---|-------------------------|-------|
| Last Name | | First Name | | Middle Initial | | Social Security Number: | |
| Other Names (including maiden name) | | | | | | Date of Birth: | |
| Street Address | | City/State | | Zip Code | | Home Number: | |
| County | | | | | | Cell Number: | |
| | | | | | | Email Address: | |
| If hired, can you provide evidence of legal eligibility to work in the U.S.? | | | | Any offer of employment is conditioned upon completing form I-9 and providing the appropriate documents for identity and work authorization. | | | |
| Position Desired: | | Wage/Salary Desired: | | Full Time? Part Time? | | | |
| Date you can begin work? | | Are you 18 years of age or older? | | <i>If under 18 years of age, you will be required to submit a birth certificate or work certificate as required by federal law.</i> | | | |
| Name of high school attended: | | | City & State | | Graduation Date | GED Date | |
| Name of college or technical school: | | | City & State | | Graduation Date | Degree | Major |
| Are you presently enrolled in school? | | | If yes, give name & address of school and expected degree date: | | | | |
| List all addresses for the last 7 years: | | | | | | | |
| List any job-related accomplishments, including military service: | | | | | | | |
| Computer Skills (Check all that apply) | | | | | | | |
| General | | | | | Mortgage | | |
| <input type="checkbox"/> Adobe Acrobat | | <input type="checkbox"/> Microsoft Excel | | | <input type="checkbox"/> Calyx Point | | |
| <input type="checkbox"/> Adobe Photoshop | | <input type="checkbox"/> Microsoft Outlook | | | <input type="checkbox"/> DU | | |
| <input type="checkbox"/> Adobe Illustrator | | <input type="checkbox"/> Microsoft PowerPoint | | | <input type="checkbox"/> Encompass | | |
| <input type="checkbox"/> HTML | | <input type="checkbox"/> Microsoft Word | | | <input type="checkbox"/> Genesis | | |
| <input type="checkbox"/> Internet | | <input type="checkbox"/> QuickBooks | | | <input type="checkbox"/> LP | | |
| <input type="checkbox"/> Lotus 123 | | <input type="checkbox"/> Quicken | | | <input type="checkbox"/> Mortgage Builder | | |
| <input type="checkbox"/> Lotus Notes | | <input type="checkbox"/> Windows | | | <input type="checkbox"/> MortgageWare | | |
| <input type="checkbox"/> Microsoft Access | | <input type="checkbox"/> WordPerfect | | | <input type="checkbox"/> Prime Alliance | | |
| <input type="checkbox"/> Others (please list) | | | | | <input type="checkbox"/> Others (please list) | | |
| Emergency Contact Information | | | | | | | |
| Name: | | | Relationship: | | | Phone Number: | |
| Please Provide Three Previous Supervisory References | | | | | | | |
| Name | | Company and Occupation | | | Phone Number | Email Address | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Be sure to complete page 2 of the application!

Your Employment History

List names of employers with most recent listed **first**.

Please Note: We will not contact your present employer until after you are offered a position.

| | |
|--|---|
| Name of Employer: | Job Title: |
| Address: | Duties: |
| City, State, Zip Code | Dates of Employment: From: _____ To: _____ |
| Supervisor: Telephone: _____ Email: _____ | Reason for Leaving: |
| Name of Employer: | Job Title: |
| Address: | Duties: |
| City, State, Zip Code | Dates of Employment: From: _____ To: _____ |
| Supervisor: Telephone: _____ Email: _____ | Reason for Leaving: |
| Name of Employer: | Job Title: |
| Address: | Duties: |
| City, State, Zip Code | Dates of Employment: From: _____ To: _____ |
| Supervisor: Telephone: _____ Email: _____ | Reason for Leaving: |

| | |
|--|-------------|
| CAREFULLY READ EACH STATEMENT BEFORE SIGNING AT THE BOTTOM | |
| <p>I certify that all of the information provided in this employment application is true and complete to the best of my knowledge, and I authorize investigation of all statements contained in this application, including a criminal background and credit history check. I understand that any false or incomplete information may disqualify me from further consideration for employment and may result in my immediate discharge if discovered at a later date.</p> <p>I understand and acknowledge that unless otherwise defined by applicable law or written agreement with HKA Staffing Services, any employment relationship with HKA Staffing Services is considered "employment at will." This means the Employee may resign at any time and the Employer may discharge the Employee at any time, with or without cause, and with or without advance notice.</p> <p>I authorize the investigation of any or all statements contained in this application and also authorize any person, school, current employer, past employers, and other organizations to provide information concerning my previous employment and other relevant information that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.</p> <p>If application is returned electronically, typing your name and date below satisfies the requirement for a signature.</p> <p>I have read, understand, and agree to the above statements.</p> | |
| Signature: _____ | Date: _____ |

HKA Staffing Services is proud to be an Equal Employment Opportunity employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, political affiliation, marital status, disability, genetic information, membership in an employee organization, parental status, status as a protected veteran, or other applicable legally protected characteristics.