



L.H. Hayward & Company
Since 1923

APPLICATION FOR EMPLOYMENT

L.H. Hayward & Co. is an equal opportunity employer. L.H. Hayward & Co. does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, gender identity, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected by law.

PERSONAL INFORMATION

Please complete all fields.

Name _____

Date _____

Address _____

E-mail Address _____

Home Phone # _____

Mobile Phone # _____

Are you eligible to work in the U.S? Yes No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.) Yes No

Have you ever been terminated from employment or asked to resign by an employer?
 Yes No If yes, please provide company name and details: _____

Can you work any shift? Yes No If no, explain: _____

Can you work overtime, including weekends? Yes No



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

EMPLOYMENT DESIRED

Date you can start _____

Hourly rate/Salary desired _____

Position desired _____

Are you currently employed? _____ If so, may be inquire of your present employer?

REFERRAL SOURCE

How did you hear about us? Walk-In Advertisement Referral Other _____

Have you ever worked for this company before?

_____ Yes _____ No Explain _____

Do you know anyone who works for our company? Yes _____ No _____ If yes, who?

EDUCATION	Name and location of school	Degree Received	Subjects studied/Major
High School			
College or University			
Trade, Business or Correspondence School			



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EMPLOYMENT HISTORY

Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
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From	To	Employer Name	Telephone
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Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain.

REFERENCES

Give the names of three persons not related to you, whom you have known at least three years.

Name	Address, Phone, Email	Company	Years Acquainted
1			
2			
3			

Please read carefully before signing.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for L.H. Hayward & Co. to hire me. If I am hired, I understand that either L.H. Hayward & Co. or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of L.H. Hayward & Co. has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to L.H. Hayward & Co. true and complete information on this application. No requested information has been concealed. I authorize L.H. Hayward & Co. to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date _____

Signature _____

THIS APPLICATION IS VALID ONLY FOR 30 DAYS FROM THE DATE ABOVE.