



Harding Poorman Group
 4923 West 78th Street
 Indianapolis, IN 46268

EMPLOYMENT APPLICATION
 (Equal Opportunity Employer)

Harding Poorman Group, Inc. is an Equal Opportunity Employer and is committed to the policy of equal employment opportunity in recruitment, hiring, career advancement and all other personnel practices. All applicants will receive consideration without regard to sex, race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status. This application is only one component of our hiring process. Other elements may include interviews, professional references and ability to perform essential job functions. Any offer of employment is also conditioned upon the successful completion of other elements, such as a post-offer drug screen, references and submission of documents verifying work eligibility in the United States. Should you be hired, this application will become a part of your personnel file.

*Reasonable accommodations will be made for applicants when requested.
 Please print and complete all sections even if you have already provided us with your resume.
 If necessary, you may use additional sheets of paper.*

NAME:		Last	First	Middle	Today's Date:
Present Address	1. Street	City	State	Zip	Social Security Number:
Previous Address	2. Previous	City	State	Zip	Home Telephone # ()
Position Applying for:	Date you can start:	Expected Salary or Hourly Rate:	Cell Phone #	Business Telephone # May we call you at work? ()	

How were you referred to us? (please describe)

- | | | |
|--|---|--|
| <input type="checkbox"/> Newspaper _____ | <input type="checkbox"/> Job/Career Fair _____ | <input type="checkbox"/> IN Dept. Workforce Dev. |
| <input type="checkbox"/> School _____ | <input type="checkbox"/> Current Employee _____ | <input type="checkbox"/> Company Website |
| <input type="checkbox"/> Employment Agency _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Walk-In |

GENERAL INFORMATION (please check yes or no)	Yes	No	
Are you under 18 years of age?			
Are you legally authorized to work in the USA?			If employed by Harding Poorman Group, Inc., you will be required to provide documentation proving your eligibility to work in the USA.
Have you ever <u>applied</u> to this company before?			If yes, when & what position
Have you ever been <u>employed</u> by us before?			If yes, when, where, reason for leaving
Have you ever worked under a different name?			Please list
Do you have any relatives employed here?			If yes, please list name & relationship
Have you ever been bonded?			If so, by whom
Have you ever been discharged or requested to resign?			Please explain
Have you ever been convicted of a felony? (conviction does not mean automatic rejection of employment)			If yes, specify date, location, violation & nature of conviction

GENERAL INFORMATION: Please check all that apply

What type of work are you available for? Full-Time Part-Time Temporary Summer Only

What hours are you available to work? Days Nights Days or Nights

What days are you available to work?

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Are you willing to work overtime? Yes No If yes, how much weekly overtime would you be available to work? _____

If the job requires, do you have an appropriate/valid driver's license? Yes No

If yes, what is the License # _____ Expiration Date _____ State _____

Have you ever had any moving violations? Yes No

If yes, please describe: _____

EDUCATION

Name of School	Location (City & State)	Major Subject/Course	Did you Graduate?	Degree/Discipline/Certificate	GPA
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No		
College or University			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Graduate			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Apprenticeships			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other - Specify			<input type="checkbox"/> Yes <input type="checkbox"/> No		

Offices/Honors & Awards while in school

ACTIVITIES

Professional, Civic or Business Organizations (do not include any organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status').

Offices Held in these Groups

Interest or Hobbies which may be job related

SKILLS & ABILITIES

Describe prior supervisory experience:

Describe specific experience or special skills/qualifications that you believe qualify you for the position for which you are applying (forklift training, typing speed, Computer Programs, Switchboard experience, etc.)

Other work related information that may be helpful to us in considering you for employment (i.e. foreign language competency, part-time work, volunteer activities, accomplishments, publications, patents, etc.)

EMPLOYMENT HISTORY (Instructions: Begin with your present or most recent employer. Be sure to list all employers for whom you have worked including: military experience, summer, part-time jobs, unemployment and any verifiable work performed on a voluntary basis. You will be asked to explain all gaps in employment – attach additional sheets if necessary.)

1	Name of Present or Last Employer		Address		City	State
	Job Title		Supervisor's Name		Supervisor's Title	
	Start Date	End Date	Starting Salary	Ending Salary		Telephone #
	Reason for leaving?		If this is your current employer, may we Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain:			
	Describe Job Duties:					

2	Name of Previous Employer		Address		City	State
	Job Title		Supervisor's Name		Supervisor's Title	
	Start Date	End Date	Starting Salary	Ending Salary		Telephone #
	Reason for leaving?					
	Describe Job Duties:					

3	Name of Previous Employer		Address		City	State
	Job Title		Supervisor's Name		Supervisor's Title	
	Start Date	End Date	Starting Salary	Ending Salary		Telephone #
	Reason for leaving?					
	Describe Job Duties:					

4	Name of Previous Employer		Address		City	State
	Job Title		Supervisor's Name		Supervisor's Title	
	Start Date	End Date	Starting Salary	Ending Salary		Telephone #
	Reason for leaving?					
	Describe Job Duties:					

PROFESSIONAL REFERENCES (List people, other than the above listed supervisors and relatives that are knowledgeable about your work)

Name	Company & Location	Title	Telephone #
Name	Company & Location	Title	Telephone #
Name	Company & Location	Title	Telephone #

APPLICANT'S CERTIFICATION (To be read carefully and signed by applicant)

Harding Poorman Group, Inc. would like to thank you for your time and effort that you spent completing this application for employment. Please be sure to recheck your responses to ensure that you have completely and accurately answered every question.

1. I certify that the facts contained in this application are true and complete to the best of my knowledge and completed by me. I further understand that any false or misleading information or omission of statements on this application shall be grounds for refusal of further consideration or dismissal, if hired.
2. I authorize investigation of all statements contained herein, including, but not limited to any and all information obtained through contact with business associates, personal acquaintances, or other parties concerning my previous employment and obtain any relevant information needed to make an employment decision. Other items include, verification of education, licensures, certifications, motor vehicle driving records, credentials, social security number, other activities listed and any pertinent information they may have, personal or otherwise.
3. I further agree to cooperate and release all persons, companies or corporations supplying such information indicated above, from all liability and damages on account of supplying such information and I further agree to indemnify Harding Poorman Group, Inc. against any liability that may result from making such an investigation.
4. I understand that I may have to submit to a drug test after a conditional offer of employment is made by Harding Poorman Group, Inc. An unsatisfactory result of that exam will be cause for refusal of employment and/or dismissal if hired.
5. No manager or representative of the Company, other than an Owner of the company, have any authority to enter into a contract for employment and nothing contained in this Application, or in the granting of an interview, is intended to create an employment contract between the Company and me for either employment or for the providing of any benefit. Furthermore, my employment is "at will" and my employment can be terminated, or I can quit, at any time, with or without cause, at the option of either the Company or me.
6. I understand, if hired, I must prove my eligibility for employment to work in the United States by submitting the appropriate identification required by the Immigration and Reform Act.
7. If the company advances my salary, other bonuses or other items of value, or I otherwise become financially indebted to the Company, I agree to repay the Company and any salary or wages due me upon termination may be offset by a payroll deduction against any monies due the Company.
8. I will protect and not disclose the Company's confidential and client information while interviewing with and during and after employment.
9. The Company attempts to accommodate individual circumstances, including religious observance requirements, however, I understand business needs may, at times, require changes to my work schedule or location or work involving overtime, shift work, a rotating work schedule or work during weekend days (Sat/Sun).
10. I understand that the use of illegal drugs and alcohol during employment is prohibited. If required, I am willing to submit to drug/alcohol testing where reasonable suspicion exists or where warranted by circumstances.
11. I understand that the personnel receiving and reviewing this application make no real or implied promises to consider my application for any positions which may be available at any time.
12. I will conform to the rules, regulations and standard operating procedures of the company and my failure to do so may result in termination of my employment and compensation.

My signature below acknowledges that I have read, understand and agree to the terms of the entire application.

Name (Please Print)

Signature of Applicant

Date

Thank you for your interest in Harding Poorman Group, Inc.

HPG REV: 11/06
(HRFORM/APPLICATION-HR001)

OFFICE USE ONLY:

Interviewed By:	If Hired:
Name _____	Start Date _____
Date _____	
Name _____	Position _____
Date _____	
Comments: _____	
