

**APPLICATION FOR
EMPLOYMENT**

Hughes Companies, Inc.

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, martial or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

How Did You Learn About Us?			
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-in	<input type="checkbox"/> Relative
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Other: _____		
Position (s) Applied for		Date of Application	
		/ /	
Last Name	First Name	Middle Name	
Address		City	State Zip Code
Telephone		Social Security Number	
		- -	

Best time to contact you at home is: _____:_____ am/pm

Have you ever filed an application with us before? yes no
If Yes, give date _____

Have you ever been employed with us before yes no
If Yes, give date _____

Are you currently employed? Yes No
If yes can we contact? _____

If you are under 18 years of age, can you provide required Proof of your eligibility of work? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No
Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for Work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on a "lay-off" status and subject to recall? Yes No

Have you been convicted of a felony within the last 7 years? Yes No
Conviction will not necessarily disqualify an applicant for employment

If yes, please explain _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

Hughes Companies, Inc.

School	Name of School and Address	Course of Study	Years Completed	Diploma or Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

EMPLOYMENT HISTORY

Start with your present or last job first. Include any job-related and military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origins, disabilities or other protected status.

Employer	<u>Date Employed</u> From: To:	Worked Performed
Street Address	City, State Zip Code	
Telephone Number(s)	Hourly Rate/Salary Begin: End:	
Job Title:	Supervisor	Reason for Leaving
Employer	<u>Date Employed</u> From: To:	Worked Performed
Street Address	City, State Zip Code	
Telephone Number(s)	Hourly Rate/Salary Start: Finish:	
Job Title:	Supervisor:	Reason for Leaving
Employer	<u>Date Employed</u> From: To:	Worked Performed
Street Address	City, State Zip Code	
Telephone Number(s)	Hourly Rate/Salary Begin: End:	
Job Title:	Supervisor:	Reason for Leaving

If you need additional space, please continue on a separate sheet of paper

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Other Qualifications: Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills (Skills/Equipment Operated):

State any additional information you feel may be helpful to us in considering your application.

PERSONAL/PROFESSIONAL REFERENCES

Do not include family members or past supervisors.

Name	Phone Number	Occupation	Years Known
1.			
2.			
3.			
4.			
5.			

APPLICANT'S STATEMENT

Hughes Companies, Inc.

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements in this application for employment as may be necessary in arriving to a decision in terms of my employment status.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at this time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In event of employment, I understand the false or misleading information given in my Application or interview (s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL USE ONLY

Arrange Interview ___ Yes ___ No

Remarks: _____

Employed ___ Yes ___ No Date of Employment _____

Job Title _____ Hourly Rate/Salary _____

By: _____

Name & Title

Date