

Hutcherson Virtual Services, LLC
APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer

Complete the application below and then send to Human Resource by email. In the subject line enter New Applicant.
HR@hutchersonvirtualseervices.com.

Social Security Number				E-mail Address							
[]	[]	[]	[]	[]	[]	[]	[]				
Last Name						First Name			Middle		
Street or Mailing Address								Apartment No.			
City						State		Zip Code		County	

EMPLOYMENT ELIGIBILITY:

- To be employed by the Hutcherson Virtual Services, LLC you must have no disqualifying criminal convictions (for some jobs) and pass drug screening (for some jobs).
- These include (but are not limited to) United States citizenship or authorization to work in this country.

1. Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	2. Date of Birth 	3. Have you been dismissed from a position for stealing? <input type="checkbox"/> Yes <input type="checkbox"/> No
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TYPE OF WORK:

1st Specific Job Interest	2nd Specific Job Interest

SOURCE:

<p>Please indicate how you heard about this job:</p> <table style="width: 100%;"><tr><td style="width: 50%; vertical-align: top;"><input type="checkbox"/> Agency Website <input type="checkbox"/> Broadcast <input type="checkbox"/> Career Fair <input type="checkbox"/> Direct Mail <input type="checkbox"/> Job Board <input type="checkbox"/> Magazines & Trade Publications <input type="checkbox"/> Newspapers</td><td style="width: 50%; vertical-align: top;"><input type="checkbox"/> It's My Career <input type="checkbox"/> Referral <input type="checkbox"/> Social Network Service <input type="checkbox"/> Talent Exchange <input type="checkbox"/> Indeed <input type="checkbox"/> University/Campus Recruiting <input type="checkbox"/> Career Builder <input type="checkbox"/> Other</td></tr></table>		<input type="checkbox"/> Agency Website <input type="checkbox"/> Broadcast <input type="checkbox"/> Career Fair <input type="checkbox"/> Direct Mail <input type="checkbox"/> Job Board <input type="checkbox"/> Magazines & Trade Publications <input type="checkbox"/> Newspapers	<input type="checkbox"/> It's My Career <input type="checkbox"/> Referral <input type="checkbox"/> Social Network Service <input type="checkbox"/> Talent Exchange <input type="checkbox"/> Indeed <input type="checkbox"/> University/Campus Recruiting <input type="checkbox"/> Career Builder <input type="checkbox"/> Other
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EDUCATION:

High School Graduate or Equivalent (GED)? <input type="checkbox"/> Yes <input type="checkbox"/> No						
College/Technical School?		Program				
<input type="checkbox"/> College <input type="checkbox"/> Technical School						
Name of Institution	City/State	Education Level (Achieved)	Major	Hours	Minor	Hours

LICENSES AND CERTIFICATIONS:

Type of License/Certificate	License/Certificate Number	Expiration (Mo/Yr.)	Specialization/ Endorsements

WORK HISTORY:

- Describe your work history below beginning with your current or most recent job.
- You may attach a resume to supplement your work history information.

Current or Last Employer	Function
Start Date	End Date
Supervisor's Name	Supervisor's Title
Supervisor's Phone Number	May We Contact the Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No
Achievements	

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Employer	Function
Start Date	End Date
Supervisor's Name	Supervisor's Title
Supervisor's Phone Number	May We Contact the Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No

Achievements

Employer	Function
Start Date	End Date
Supervisor's Name	Supervisor's Title
Supervisor's Phone Number	May We Contact the Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No

Achievements

CERTIFICATION: Read carefully before signing and dating. Unsigned applications will not be processed.	
By signing below, I certify/confirm that my application, resume, and any document enclosed as part of submission for the job is accurate and complete to the best of my knowledge. I understand that Hutcherson Virtual Services, LLC will verify the information provided. I further understand that omitting or providing false information on this form, or any other subsequent application materials, will be sufficient reason to disqualify me from consideration for employment, or immediate dismissal if I am employed.	
Signature:	Date:

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**EQUAL EMPLOYMENT OPPORTUNITY
SELF IDENTIFICATION FORM**

Hutcherson Virtual Services provide equal employment opportunity (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, we complies with applicable state and federal laws governing nondiscrimination in employment.

This applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer leaves of absence, compensation and training.

The information you provide in this section is optional. The information will be used by our agency comply with Federal guidelines for monitoring the equal employment opportunity efforts and for no other reason. Your answers will not be used against you in any way.

Race/Ethnicity

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Hispanic or Latino
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ Two or More Races
- ☐ White
- ☐ **I do not wish to provide this information**

Gender

- ☐ Female
- ☐ Male
- ☐ **I do not wish to provide this information**

Veteran

The laws of the State of Georgia afford some degree of preference to veterans in certain initial employment decisions. If you believe you belong to any of the categories of veterans listed below and have not been dishonorably discharged, please indicate by checking the appropriate box below. DD214 and/or other supporting documents will be required.

- | | |
|--|---|
| <input type="checkbox"/> US Armed Forces Veteran | <input type="checkbox"/> Disabled Veteran (at least 10% disability) |
| <input type="checkbox"/> Disabled Veteran's Spouse | <input type="checkbox"/> Deceased Veteran's Widow/Widower |

For Agency Use: