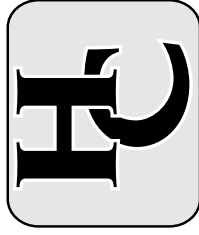


Position \_\_\_\_\_  
Company \_\_\_\_\_  
Name \_\_\_\_\_  
Date \_\_\_\_\_



**HEYDE COMPANIES**

# **Employment Application**

345 Frenette Dr. • Chippewa Falls, WI 54729  
Phone: (715) 726-9176

## HEYDE COMPANIES are Equal Opportunity Employers.

No question on this form is asked for the purpose of limiting or excluding any applicant's consideration because of race, color, sex, creed, ancestry, political affiliation, national origin, age, marital status, religion, or status with regard to public assistance, disability, handicap, sexual orientation, or conviction of a felony. Thank you for your interest in employment with us.

Last Name (Print)		First Name		Middle	Social Security No.	
Address (Street)		(City)	(State)	(Zip)	Telephone Number (     )	
Permanent Address (If Other Than Above)					Are You Age 16 Or Over? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there any name, other than the one stated above, by which you can be identified by previous employers or educational institutions?				Name of Company Applying For		
Position Applied For		Have You Ever Been Employed With This Company?		If So, When? From:                      To:		
Who Referred You?		Names And Relationship Of Relatives Employed With This Company				
Have You Been Convicted Of A Felony?                      Yes _____                      No _____						
Explain:						
Date Available For Work		Full Time _____		If Part Time, What Days?		Salary Expected:
		Part Time _____				
What Shifts	DAYS _____	Will You Work On Call, If Necessary?		Yes _____ No _____		
Can You	EVENINGS _____	Will You Work Other Shifts in Emergencies?		Yes _____ No _____		
Work?	NIGHTS _____	Will You Work Weekends And Holidays?		Yes _____ No _____		
	ROTATING _____					

### EDUCATIONAL HISTORY

SCHOOL	NAME OF SCHOOL AND LOCATION	MAJOR COURSE	CIRCLE LAST YEAR COMPLETED				DATES	
			Fr.	So.	Jr.	Sr.	FROM	TO
HIGH SCHOOL			1	2	3	4		
COLLEGE, TRADE PROFESSIONAL			1	2	3	4		
OTHER, INCLUDE MILITARY								
Honors And Activities (High School)			(College)					
Degree Attained	Average Grades High School		College GPA Based On		Possible Points			
List Professional Registration or License Number, If Applicable		ORIGINAL _____ CURRENT _____		Other States Where Formerly Or Currently Registered?				
Present Level of Typing And/Or Shorthand, If Applicable				Other Business Machines				
Typing _____ wpm		Shorthand _____ wpm						

List Professional and Other Organizations to which you belong, other than Religious, Social or Political, that you feel useful to us to know about in evaluating your possibilities for employment.

**EMPLOYMENT RECORD (List Most Recent Position First, Including Military)**

1. Present Or Most Recent Employer  Date Of Hire _____  To _____	Name Of Employer	Address	Telephone Number (     )     -	
	Your Position	Last Supervisor	Starting Salary	Final Salary
	Description Of Work Performed			
	Reason For Leaving			

2. Next Previous Employer  Date Of Hire _____  To _____	Name Of Employer	Address	Telephone Number (     )     -	
	Your Position	Last Supervisor	Starting Salary	Final Salary
	Description Of Work Performed			
	Reason For Leaving			

3. Next Previous Employer  Date Of Hire _____  To _____	Name Of Employer	Address	Telephone Number (     )     -	
	Your Position	Last Supervisor	Starting Salary	Final Salary
	Description Of Work Performed			
	Reason For Leaving			

4. Next Previous Employer  Date Of Hire _____  To _____	Name Of Employer	Address	Telephone Number (     )     -	
	Your Position	Last Supervisor	Starting Salary	Final Salary
	Description Of Work Performed			
	Reason For Leaving			

Are You Presently Employed?     Yes \_\_\_\_\_     No \_\_\_\_\_

Do you have any objections to our contacting your present employer to verify the above?

No, you may contact anytime.

DO NOT contact now, you may contact at a later date, e.g.  
After acceptance of offer, or a specific date, if appropriate.

### AUTHORIZATION TO WORK

It is unlawful for Heyde Companies to hire individuals that are not authorized to work in the United States. Accordingly, Heyde Companies hires only citizens or aliens that are authorized to work in the United States. If you receive an offer from a Heyde Company and you accept the offer, before you will be placed on the payroll, all new employees will be required to document that they are a U.S. Citizen or an alien that is authorized to work in the United States.

If you are one of the following please check this box

- A citizen or a national of the United States.
- An alien lawfully admitted for permanent residence.
- An alien authorized by the Immigration and Naturalization Service to work **indefinitely** in the United States.

If you are hired at a Heyde Company one of the following documents must be reviewed before you can begin employment: a U.S. Passport, a certificate of U.S. Citizenship, a Certificate of Naturalization, or an unexpired Foreign Passport with an attached Employment Authorization.

If you do not have one of the above documents, then you will need to present two documents; one of the following: a State driver's license with a photograph, an I.D. card with a photograph, or information including name, sex, date of birth, height, weight and color of eyes.

**AND**  
one of the following: an original Social Security Number Card, a Birth Certificate issued by a State, County or Municipal authority bearing a seal or an unexpired INS Employment Authorization.

### REFERENCES (Not Former Employers Or Relatives)

NAME	ADDRESS	PHONE	OCCUPATION

I certify that the facts set forth in this application are true and complete.

I hereby authorize investigation of all statements contained in this application and agree that if any misrepresentation has been made by me herein or the results of an investigation are not satisfactory for any reason, any offer of employment made to me by a Heyde Company may be terminated immediately without any obligation or liability to me other than for payment, at the rate agreed upon, for service actually rendered if I have been employed.

In connection with my application for employment, I authorize Heyde Companies and any agent acting on its behalf, to conduct an inquiry as to my record of any or all of my former employers, references, criminal background, and any or all educational institutions. Moreover, I hereby release Heyde Companies and any agent acting on its behalf, from any and all liability of whatsoever nature by reason of requesting such information from any person. I also release from any and all liability all individuals and organizations who provide information to Heyde Companies in good faith and without malice concerning my employment competence, ethics, character, and other qualifications, including other privileged or confidential information.

I understand that if I am employed by a Heyde Company, my employment can be terminated by either the company or me at will, with or without cause, and with or without notice, at any time.

I hereby acknowledge that I have read and understand the foregoing.

Date \_\_\_\_\_ Signature (Do Not Print) \_\_\_\_\_



**HEYDE COMPANIES**

## SELF IDENTIFICATION FORM

In order to comply with government record keeping, reporting and other legal requirements, **Heyde Companies** asks that you complete the following form. The completion of this form is voluntary.

### Section 1: General Applicant Information

<b>Name:</b>	<b>Date:</b> __/__/__
<b>Facility applied for:</b>	
<b>Position applied for:</b>	

### Section 2: Please check (4) all that apply (See reverse for definitions)

Race or Ethnic Identity	Gender	**Veteran Status
<input type="checkbox"/> <b>Hispanic</b> <i>(A person having origins in Central or South America)</i>  <input type="checkbox"/> <b>American Indian or Alaskan Native</b> <i>(A person having origins in any of the original peoples of North America and who maintains culture identification through tribal affiliation or community recognition.)</i>  <input type="checkbox"/> <b>Asian or Pacific Islander</b> – <i>(A person having origins in the original peoples of the Far East, Southeast Asia, India or Pacific Islands.)</i>  <input type="checkbox"/> <b>African American</b> <i>(A person who is not Hispanic and having origins in central or southern Africa.)</i>  <input type="checkbox"/> <b>White</b>	<input type="checkbox"/> Male  <input type="checkbox"/> Female	<input type="checkbox"/> Vietnam Era Veteran  <input type="checkbox"/> Special Disabled Veteran  <input type="checkbox"/> Other Eligible Veteran  <div style="background-color: #e0e0e0; padding: 2px;"><b>**Other</b></div> <input type="checkbox"/> Individual with Disabilities
<input type="checkbox"/> I do not wish to Self-Identify. Signature: _____		
<b>How did you hear of our opening?</b>		
<input type="checkbox"/> Current Employee <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> WI JobNet <input type="checkbox"/> Other: _____		

We are an Equal Opportunity Employer and do not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation or any other classification protected by Federal, state, or local law. The information that is collected on the attached form will be used only in the compilation of data for EEO reporting.

Completion of this data is voluntary and will not affect your opportunity for employment, or terms or conditions of employment, if hired. Identification can be declared at any time prior to, or if applicable, after hire. Please return this page with your application.

# Please take a moment to complete

Position Applied for: \_\_\_\_\_

How did you hear about our opening?

Newspaper? Name of Paper \_\_\_\_\_

Internet Site? Name of Site? \_\_\_\_\_

Friend, Relative working here? \_\_\_\_\_

Previously employed by Heyde Companies?

Walk In

Other—Please Specify \_\_\_\_\_