

# APPLICATION FOR EMPLOYMENT

## HENRY S. BRANSCOME, LLC.

### EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Henry S. Branscome, LLC is an equal employment opportunity employer. All applicants are considered for employment without regard to race, color, religion, sex, national origin, age, genetic information, marital status, discharge from military service, non-job-related medical condition or disability, or any other legally protected status.

**NOTE: ANY FALSE STATEMENT OR OMISSION MAY DISQUALIFY AN APPLICANT FROM FURTHER CONSIDERATION FOR EMPLOYMENT AND/OR MAY BE CONSIDERED JUSTIFICATION FOR IMMEDIATE DISMISSAL IF DISCOVERED AT A LATER DATE.**

#### GENERAL:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Last 4 digits of your Social Security Number: \_\_\_\_\_

- Position Applied For: \_\_\_\_\_ Location: \_\_\_\_\_
  - Wage Rate Expected: \_\_\_\_\_
  - Are you currently employed? Yes \_\_\_\_\_ No \_\_\_\_\_
  - If Yes, may we contact your present employer? Yes \_\_\_\_\_ No \_\_\_\_\_
  - Are you at least 18 years of age? Yes \_\_\_\_\_ No \_\_\_\_\_
  - Are you eligible to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_
  - Have you ever made application to this Company before? \_\_\_\_\_ If So, When? \_\_\_\_\_ Where? \_\_\_\_\_
  - Ever been employed by the Company before? \_\_\_\_\_ If Yes, When? \_\_\_\_\_ Where? \_\_\_\_\_
  - List names of friends or relatives who work for this company: \_\_\_\_\_
  - How were you referred to this company: \_\_\_\_\_
  - Are you available to work overtime if required? Yes \_\_\_\_\_ No \_\_\_\_\_
  - Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_
  - Have you ever been convicted of a misdemeanor? Yes \_\_\_\_\_ No \_\_\_\_\_
- You do not need to include any felony or misdemeanor convictions that have been expunged or sealed by a court of law.*
- If Yes, please explain (A conviction does not necessarily disqualify you) \_\_\_\_\_

#### EDUCATION:

Type of School	Name and Address	Major Field of Study	Certificate or Degree Received
Grade School			
High School			
College			
Trade, Business or Other Training			

**EXPERIENCE:**

List all jobs and activities, including all military service, part-time employment while in school, self-employment and periods of unemployment. Begin with the most recent. PLEASE DO NOT REFERENCE A RESUME.

<b>Employer</b> _____ <b>Address</b> _____ Your title and description of duties: _____ _____ Supervisor's name and title: _____ Dates worked: <i>From:</i> _____ <i>To:</i> _____ <b>Base Rate of Pay:</b> <i>Start:</i> _____ <i>Final:</i> _____ Reason for Leaving: _____
<b>Employer</b> _____ <b>Address</b> _____ Your title and description of duties: _____ _____ Supervisor's name and title: _____ Dates worked: <i>From:</i> _____ <i>To:</i> _____ <b>Base Rate of Pay:</b> <i>Start:</i> _____ <i>Final:</i> _____ Reason for Leaving: _____
<b>Employer</b> _____ <b>Address</b> _____ Your title and description of duties: _____ _____ Supervisor's name and title: _____ Dates worked: <i>From:</i> _____ <i>To:</i> _____ <b>Base Rate of Pay:</b> <i>Start:</i> _____ <i>Final:</i> _____ Reason for Leaving: _____

**LIST THREE REFERENCES - DO NOT INCLUDE RELATIVES**

Name: _____	Name: _____	Name: _____
Relationship: _____	Relationship: _____	Relationship: _____
Occupation: _____	Occupation: _____	Occupation: _____
Phone No.: _____	Phone No.: _____	Phone No.: _____

CERTIFICATION: I hereby certify that all information I have submitted to Henry S. Branscome, LLC is true and correct. I understand that if I become an employee of Henry S. Branscome, LLC, I will be subject to random and/or for cause drug testing. I understand that if employed, omissions or false or inaccurate statements made during my application process may result in termination from employment. I hereby authorize all prior employers, schools, and any other agencies and entities to give Henry S. Branscome, LLC any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, concerning my qualifications for a position with Henry S. Branscome, LLC. I hereby release Henry S. Branscome, LLC and all of its employees and agents and any prior employer and other agencies and entities from any and all liability whatsoever regarding the furnishing of information to Henry S. Branscome, LLC or the reliance upon that information by Henry S. Branscome, LLC.

I understand and acknowledge that, unless otherwise defined by an employment contract signed by the President, any employment relationship between Henry S. Branscome, LLC and me is of an "at-will" nature. "At-will" employment means that I may resign at any time and Henry S. Branscome, LLC may terminate my employment at any time with or without notice or cause. I also understand and acknowledge that nothing contained on my application, conveyed during any interview, or anything included within any policy or manual or procedure, written or verbal, establishes a contract for employment, express or implied, for any time period between Henry S. Branscome, LLC and me.

I understand and acknowledge that any job offer or employment with the company is contingent upon me passing a background check as well as a medical examination.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Driving Record

Do you have a current license?

\_\_\_\_\_ Yes \_\_\_\_\_ No

State and number \_\_\_\_\_

CDL License

\_\_\_\_\_ Yes \_\_\_\_\_ No

DOT Card

\_\_\_\_\_ Yes \_\_\_\_\_ No

OR \_\_\_\_\_ USE ONLY:

range Interview: ☐ Yes ☐ No Date: \_\_\_\_\_ Place: \_\_\_\_\_

emarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

proved: ☐ Yes ☐ No Date: \_\_\_\_\_

y: \_\_\_\_\_  
/age Rate: \_\_\_\_\_  
\_\_\_\_\_

**VOLUNTARY EEOC DATA FORM  
(CONFIDENTIAL-FOR STATISTICAL USE ONLY)**

*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 below will be used only in the compilation of data for affirmative action 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 COMPLETE IN FULL:**

Date: \_\_\_\_\_ Position applied for: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security: \_\_\_\_\_

Sex: ☐ Male ☐ Female Date of birth: \_\_\_\_\_ Applicant's zip code: \_\_\_\_\_

**RACE/ETHNICITY:**

(Please check one of the descriptions below corresponding to the ethnic group with which you most identify.)

☐ **Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

☐ **White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

☐ **Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.

☐ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

☐ **Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

☐ **American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

☐ **Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

☐ **Race missing or unknown** - Applies to **Applicants only**, where a resume or application that is screened is received without any racial or ethnic identification and no further contact is made with the applicant.

**VETERAN STATUS:** Note: Veteran status may only be requested after a job offer is made.  
(Please check one if it describes your veteran status.)

\_\_\_\_\_ **SPECIAL DISABLED VETERAN:**

(A) a veteran who is entitled to compensation (or who, but for the receipt of military retired pay, would be entitled to compensation) under laws administered by the Department of Veteran Affairs for a disability rated at 10 or 20 percent in the case of a veteran who has been determined to have a serious employment disability or

(B) a person who was discharged or released from active duty because of a service-connected disability.

\_\_\_\_\_ **VIETNAM ERA VETERAN:** A Vietnam Era veteran is a person who

(1) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released with other than a dishonorable discharge;

(2) was discharged or released from active duty for a service connected disability if any part of such active duty was performed between August 5, 1964, and May 7, 1975; or

(3) served on active duty for more than 180 days and served in the Republic of Vietnam between February 28, 1961, and May 7, 1975.

**Personal and Confidential**

**This page contains sensitive information, store in secure "Affirmative Action Forms" files, separately from personnel records!**