



H.E. WHITLOCK, INC.
 GENERAL CONTRACTING &
 CONSTRUCTION MANAGEMENT
SINCE 1892

H.E. Whitlock is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

Please fill out all the sections below:

Applicant Information

Date of Application: _____
 Applicant Name: _____
 Address: _____
 City, State, and Zip Code: _____
 Telephone Numbers: _____
 Email Address: _____

Employment Position

Position(s) applying for: _____
 How did you hear about this position? _____
 What days are you available for work? _____
 If needed, are you available to work overtime? _____
 On what date can you start working if you are hired? _____
 Do you have reliable transportation to and from work? _____
 Salary desired: _____

Person Information

Have you ever applied to or worked for H.E. Whitlock before? Yes No
 If yes, when? _____

Do you have any friends, relatives or acquaintances working for H.E. Whitlock? Yes No
 If yes, state name and relationship: _____

Are you 18 years of age or older? Yes No

Are you a U.S. Citizen or approved to work in the United State? Yes No

What document can you provide as proof of citizenship or legal status?

Will you consent to a controlled substance test? Yes No

Do you have any condition which would require job accommodations? Yes No

If yes, please describe accommodations you require below.

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes No
If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstance and the relevance of the offense to the position(s) applied for may, however, be considered.)

Job skills/Qualifications

Please list below the skills and qualifications you possess for the position(s) for which you are applying:

(Note: H.E. Whitlock complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

Education and Training

High School

Name	Location (City, State)	Year Graduated	Degree Earned

College/University

Name	Location (City, State)	Year Graduated	Degree Earned

Vocational School/Specialized Training

Name	Location (City, State)	Year Graduated	Degree Earned

Military:

Are you a member of the Armed Services?

What branch of the military did you enlist?

What was your military rank when discharged?

How many years did you serve in the military?

What military skills do you possess that would be an asset for this position?

Previous Employment

Employer Name: _____

Job Title: _____

Supervisor Name: _____

Employer Address: _____

City, State, and Zip Code: _____

Employer Telephone: _____

Dates Employed: _____

Reason for leaving: _____

Employer Name: _____
 Job Title: _____
 Supervisor Name: _____
 Employer Address: _____
 City, State, and Zip Code: _____
 Employer Telephone: _____
 Sates Employed: _____
 Reason for leaving: _____

Employer Name: _____
 Job Title: _____
 Supervisor Name: _____
 Employer Address: _____
 City, State, and Zip Code: _____
 Employer Telephone: _____
 Sates Employed: _____
 Reason for leaving: _____

References

Please provide 3 personal and professional references(s) below:

Reference	Contact Information

Additional Information

AT-WILL EMPLOYMENT

The relationship between you and H.E. Whitlock is referred to as “employment at will.” This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or H.E. Whitlock. No representative of H.E. Whitlock has authority to enter into any agreement contrary to the foregoing “employment at will” relationship. You understand that your employment is “at will,” and that you acknowledge that no oral or written statement or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and either our President or Vice President.

Applicants Signature: _____

Dated: _____