



APPLICATION FOR EMPLOYMENT
HOUG SPECIAL SERVICES, INC.
 EQUAL OPPORTUNITY EMPLOYER
 5333 E. 58th, Commerce City, CO 80022
 303-298-3906

PLEASE READ BEFORE COMPLETING THIS APPLICATION.
 Houg Special Services, Inc. does not discriminate in recruiting, hiring, and conditions of employment on the basis of race, color, religion, national origin, sex, marital status, physical or mental disability, age, or status as a Vietnam era veteran. No question on this application is intended to secure information to be used in a discriminatory manner. This application will be given every consideration, but its receipt does not imply that the applicant will be employed.

PLEASE PRINT (Supplemental Sheets May Be Attached)

DATE OF APPLICATION	NAME			SOCIAL SECURITY NO.
Mo. Day Year	Last	First	Middle	
POSITION APPLIED FOR				

GENERAL INFORMATION:

Address (No. and Street) (City) (State) (Zip Code) How long at this address?

Residence Telephone No. (or where you can be reached) Business Telephone No.

Position Applied For Part Time Full Time Temporary Salary Desired Are you 18 or older Yes No

Other Names Used In Employment:

Would you have any objections to shift work? Yes No Date Available for Employment Have you worked for Houg before? Yes No If "yes", when? _____

Have you previously applied for a position with Houg? Yes No If "yes", when? _____

Can you perform the essential functions of the job for which you are applying? Yes No

Do you have relatives employed by Houg? Yes No If "yes", who? _____

Have you ever been convicted of a felony (omit minor traffic violations)? Yes No

If yes, give particulars (convictions will not automatically disqualify a job candidate. The seriousness of the crime and date of conviction will be considered):

EMPLOYMENT Give present or most recent employer first. If you performed U.S. Military Service, show rank/date at discharge, but not type of discharge.

Name of present or last employer		Telephone ()		Firm's Address
Starting Date Month Year	Date Left Month Year	Starting Salary	Salary at Time of Leaving	Reason for Leaving (if presently employed, reason for seeking employment)
Job Title	Immediate Supervisor and Title			Nature of Business
Description of job duties				
May we contact this employer? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "no", please explain:				

Name of present or last employer		Telephone ()		Firm's Address
Starting Date Month Year	Date Left Month Year	Starting Salary	Salary at Time of Leaving	Reason for Leaving (if presently employed, reason for seeking employment)
Job Title	Immediate Supervisor and Title			Nature of Business
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Job Title		Immediate Supervisor and Title		Nature of Business
Description of job duties				
May we contact this employer? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "no", please explain:				

UNEMPLOYMENT RECORD In the space provided, account for all periods of unemployment of two weeks duration or more until the date of this employment application. Give present or most recent unemployment first.

From	To	State What You Were Doing
Month ____ Year ____	Month ____ Year ____	
Month ____ Year ____	Month ____ Year ____	
Month ____ Year ____	Month ____ Year ____	

EDUCATION AND TRAINING Degree conferred optional; degree/year must be included if job related.

Type of School	Name & Location of School	From Month/Year	To Month/Year	Major Subject(s)	Degree/Year
High School					
College/ University					
College/ University					
Vocational/ Technical Training					

SKILLS Indicate skills and machines you are qualified to operate and degree of proficiency.

Typewriter _____ wpm	Word Processing _____ wpm	Software _____
Dictaphone _____	(Word Processor Type) _____	(Software Type) _____
Shorthand/Speed Writing _____ wpm	Computer _____	(Software Type) _____
Calculator (by sight) _____	(Computer Type) _____	(Computer Language) _____
(by touch) _____	(Computer) _____	(Computer Language) _____

List additional skills, experience, education, etc., which you feel would assist in qualifying you for a position with Houg:

WORK AUTHORIZATION

If hired, can you furnish proof you are eligible to work in the U.S.? Yes No

In compliance with the Immigration Reform and Control Act of 1986, Houg requires each individual hired by the Company to show proof that he or she is either a citizen or national of the United States, an alien lawfully admitted for permanent residence, or an alien who is authorized to work in the United States.

Employment at Houg is contingent upon the timely receipt of the following legally-recognized documents, prior to date of hire:

EITHER:

1. U.S. passport or unexpired foreign passport with work authorization stamp
2. Certificate of U.S. Citizenship or Naturalization
3. Alien resident or registration card authorizing employment in the U.S. (must have a photograph or other identifying information)

Or (one from each of the following two lists:)

LIST ONE

1. Original Social Security Card
2. Certificate of Birth in the U.S.
3. Evidence of U.S. nationality by birth abroad
4. Other document approved by the Attorney General

LIST TWO

1. Driver's License
2. State -issued I.D. document with a photograph
3. U.S. Military Card
4. Other (specify document and issuing authority)

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that the information provided on this application is accurate to the best of my knowledge and subject to verification by Houg. I authorize the schools, persons, previous employers and other organizations named in this application to provide Houg (its authorized employees, agents, or representatives) with any relevant information that may be required to arrive at an employment decision and hereby release any such schools, persons, employers, and organizations from any and all liability which they might otherwise incur as a result. I understand that any misrepresentation of a material fact on my application may be justification for refusal of employment.

In the event I am employed, I understand that all employees are subject to termination at the discretion of Houg.

I understand that in the event I am employed by Houg that my compensation, hours of employment and all other terms and conditions of employment are subject to modification or change by Houg at Houg's discretion. I understand that no employee, manager, or other agent of Houg has the authority to enter into any agreement of employment for any specified period of time, or to make any agreement contrary to this provision.

I also understand that, if employed, any misrepresentation made by me in filling out this application shall be considered as sufficient cause for my dismissal without advance notice.

I authorize Houg to supply my employment record, in whole or in part, and in confidence, to any prospective employer, government agency, or other party, with a legal and proper interest.

In the event of my employment, I will comply with all rules and regulations as set forth in Houg's policy manual or other communications distributed to all employees.

I understand that completion of this form does not guarantee me status as an applicant or any consideration for employment unless I meet all stated qualifications required of the position for which I am asking to be considered.

Signature of Applicant _____