



APPLICATION FOR EMPLOYMENT

Equal Employment Opportunity Employer

General Information

Name

Telephone

Cell

Address

City

State

Zip

Date available for employment

Email

Job applying for

Desired salary or hourly rate \$

Can you perform the essential functions of the job(s) for which you are applying?

Yes

No

Special Skills, Qualifications & Considerations

Summarize special skills and qualifications, certifications, volunteer activities, military experience, or other activities related to the job you are seeking:

Are you available to work:

Full-time

Part-time

Overtime

If employed and under 18, can you furnish a work permit?

Yes

No

Have you ever been employed by Horizon Power Systems?

Yes

No

If so, give dates of employment and position held

Are you currently employed?

Yes

No

If so, may we contact your current employer?

Yes

No

Name of contact person

Phone

Are you prevented from lawfully becoming employed in this country because of Visa or immigration status?

Yes

No

Do you have a valid driver's license?

Yes

No

Driver's license number

State where issued

Have you ever been convicted of a felony?

(A "Yes" answer does not automatically bar you from consideration for employment)

Yes

No

If YES, please explain

Horizon Power Systems is an equal opportunity employer. All applicants will be considered without regard to age, color, national origin, religion, sex, sexual orientation, gender identity or other protected status in accordance with applicable federal and state equal employment opportunity laws. Horizon Power Systems will reasonably accommodate physical or mental limitations of employees or applicants in order to accomplish the essential functions of a job.

Education

<u>School Name</u>	<u>Years Completed</u>	<u>Course of Study / Degree</u>
High School	2 3 4	
College	2 4	
Advanced Degree		
Vocational		

References

List three (3) non-relatives familiar with your qualifications, work history and ability.

<u>Name</u>	<u>Occupation/Relationship</u>	<u>Years Known</u>	<u>Telephone</u>
1.			
2.			
3.			

(1) Employer

Supervisor

Address

Telephone Number

Your job title (position)

Employed from *mm/yr*

to

Starting salary \$

Ending salary \$

Responsibilities

What did you like most about this job?

What did you like least about this job?

Reason for leaving

May we contact employer?

Yes

No

(2) Employer

Supervisor

Address

Telephone Number

Your job title (position)

Employed from to

Starting salary \$

Ending salary \$

Responsibilities

What did you like most about this job?

What did you like least about this job?

Reason for leaving

May we contact employer?

Yes

No

(3) Employer

Supervisor

Address

Telephone Number

Your job title (position)

Employed from to

Starting salary \$

Ending salary \$

Responsibilities

What did you like most about this job?

What did you like least about this job?

Reason for leaving

May we contact employer?

Yes

No

(4) Employer

Supervisor

Address

Telephone Number

Your job title (position)

Employed from to

Starting salary \$

Ending salary \$

Responsibilities

What did you like most about this job?

What did you like least about this job?

Reason for leaving

May we contact employer?

Yes

No

- **READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION.**
- **ONLY SIGNED (BY TYPING NAME AND CLICKING "AGREE") AND DATED APPLICATIONS ARE CONSIDERED VALID.**
- **IF YOU HAVE ANY QUESTIONS REGARDING THESE STATEMENTS, PLEASE ASK BEFORE SIGNING.**

I certify that all answers and statements I made on this application (and on my resume or other supplementary materials I have supplied) are true and complete without omissions. I understand that any false information will be grounds for refusal of hire or for immediate discharge if I am employed. I authorize any persons or organizations named in this application to give Horizon Power Systems complete information and records regarding my employment, education, character, and qualifications, including driving records unless otherwise notated by me.

Yes No

If hired, I will be responsible for familiarizing myself with all rules and policies of Horizon Power Systems as they presently exist or are later modified. *If hired, I recognize that my employment is at-will and may be terminated, at the discretion of Horizon Power Systems or at my option, without notice, at any time, except as specifically set forth in writing in a current individual employment agreement.*

Yes No

I also understand that no representative of Horizon Power Systems has any authority to enter into any employment agreement for any specified period of time, or to assure me of any future positions, benefits, terms or conditions of employment, except as specifically stated in a current written agreement signed by the President of Horizon Power Systems.

Yes No

A pre-employment drug screen and physical examination are required for every prospective employee who has been offered a position. Do you agree to take a pre-employment drug screen and physical examination?

Yes No

I understand that this application is not an offer of employment and no promises or representations of employment have been made to me at this time.

Yes No

***required**

By checking the box, I affirm all information in the application is correct and complete.

Applicant Name (typed) ***required**

Date ***required**

Note: All personal records are kept confidential and not released to anyone without written authorization. This application is valid for a thirty (30) day period from the date signed. If I want to be considered for job openings more than thirty (30) days after the date I signed, I will submit a new application.

How did you learn about Horizon Power Systems?

- Employment Agency
- Tradeshaw
- Online Posting
- Newspaper Ad
- Horizon Employee
- Other

Email application, cover letter & resume to: HR@horizonpowersystems.com. Thank you.