



Human Resources Department
3033 North 44th Street
Suite 300
Phoenix, AZ 85018
(P) 602.956.4220 / (F) 602.956.4418

Please Print or Type. (use black ink)

EMPLOYMENT APPLICATION

APPLICATION PROCESS STATEMENT

- 1. Hill & Usher provides reasonable accommodations during the application and/or interviewing process to eligible individuals requesting assistance under the American's with Disabilities Act (ADA). Please contact Hill & Usher's Human Resource Department if you believe you may require such assistance.
2. Complete and submit application.
3. Personality (CPP) Profile/Employers Reliability Assessment.
4. Interview(s) (if requested).

Personal Information

Full Name: Soc. Sec. #:

Address: City: State: Zip:

Phone: () Fax: () E-mail:

Position applied for:

Are you a U.S. citizen?: Yes No

Are you a veteran?: Yes No

Branch of service:

Have you ever been convicted of a felony? Yes No

If yes, explain:

What is the best way to contact you?

Education

High School: Address: City: State: Zip: Did you graduate? Yes No

College/Trade School: Address: City: State: Zip: Did you graduate? Yes No Degree:

College/Trade School: Address: City: State: Zip: Did you graduate? Yes No Degree:

Work History

(Begin with most recent position)

Firm: _____	Firm: _____
Address: _____	Address: _____
City: _____ State ____ Zip _____	City: _____ State ____ Zip _____
Phone Number: (____) _____	Phone Number: (____) _____
Supervisor: _____	Supervisor: _____
Nature of Business: _____	Nature of Business: _____
Position Held: _____	Position Held: _____
Dates of Employment: _____	Dates of Employment: _____
Ending Salary: \$ _____	Ending Salary: \$ _____
Reason for Leaving: _____	Reason for Leaving: _____
_____	_____
_____	_____
_____	_____

Firm: _____	Firm: _____
Address: _____	Address: _____
City: _____ State ____ Zip _____	City: _____ State ____ Zip _____
Phone Number: (____) _____	Phone Number: (____) _____
Supervisor: _____	Supervisor: _____
Nature of Business: _____	Nature of Business: _____
Position Held: _____	Position Held: _____
Dates of Employment: _____	Dates of Employment: _____
Ending Salary: \$ _____	Ending Salary: \$ _____
Reason for Leaving: _____	Reason for Leaving: _____
_____	_____
_____	_____
_____	_____

Personal References

Please furnish the following information for three people to whom you are not related and by whom you have not been employed.

Name:	_____	Phone Number:	_() _____
Address:	_____ _____		
City:	_____	State:	_____
		Zip:	_____

Name:	_____	Phone Number:	_() _____
Address:	_____ _____		
City:	_____	State:	_____
		Zip:	_____

Name:	_____	Phone Number:	_() _____
Address:	_____ _____		
City:	_____	State:	_____
		Zip:	_____

Name:	_____	Phone Number:	_() _____
Address:	_____ _____		
City:	_____	State:	_____
		Zip:	_____

Summarize any special skills or qualifications you possess.

Authorization

Read the following statements and indicate your understanding by signing below:

1. I hereby certify that the information hereunder is correct to the best of my knowledge. I understand that falsification of this information is grounds for refusal to hire, or if hired, dismissal.
2. I hereby authorize any of the persons or organizations listed in this application to give all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any subjects covered in this application, and release all such parties from all liability that may result from furnishing such information to Hill & Usher, LLC.
3. In consideration for my employment and my being considered for employment by Hill & Usher, LLC, I agree to adhere to the rules, regulations, and policies of Hill & Usher, LLC and hereby acknowledge that these rules, regulations, and policies may be changed by Hill & Usher, LLC at any time, at Hill & Usher's sole option and without notice. In addition, I acknowledge that my employment may be terminated and any offer of employment withdrawn, with or without notice, at any time, at the option of either Hill & Usher, LLC or myself.
4. I understand that no representative of Hill & Usher, LLC has any authority to enter into any agreement for employment for any period of time, or assure or make some other personnel move, either prior to commencement of employment or after I have become employed, or to assure any benefits or terms and conditions of employment, or make any agreement contrary to the foregoing without express written consent of the managing members of Hill & Usher, LLC.
5. I understand that Hill & Usher, LLC reserves the right to verify prior employment including contacting prior employers by phone, fax or e-mail.
6. I understand that Hill & Usher, LLC reserves the right to conduct a credit background check and motor vehicle record check.
7. I hereby acknowledge that I have been advised that this application will remain active for no more than 90 days from the date it was signed.

By signing below I acknowledge that I have read and understand the previous statements.

Signature: _____

Date: _____