



HUNT COMPANIES, INC.
Argyle, New York
Strength Through Knowledge

APPLICATION FOR EMPLOYMENT

It is the policy of HCI to afford Equal Employment Opportunity ("EEO") to all employees and applicants without regard to race, color, religion, gender, age, national origin, disability, marital status, domestic violence victim status, sexual orientation, genetic predisposition or carrier status, veteran status or any other protected characteristic as established by federal and state law. HCI promotes a drug-free work environment and does not tolerate unlawful discrimination, harassment or retaliation.

Please fill out the application completely. HCI is relying on the accuracy of all of the information that you submit. All applicants must read and sign the certification on the last page.

You may attach to this application additional information that you feel will be helpful in evaluating your qualifications. This completed application (and accompanying resume and/or other accompanying documents, if any) will become part of your personnel file if you are subsequently employed by the company. In order for the application to be considered, it must be completed in full.

SECTION I: PERSONAL DATA

Name _____

_____ Last

_____ First

_____ MI

Address _____

_____ Street

_____ City

_____ State

_____ Zip

Daytime Phone (____) _____

Evening Phone (____) _____

_____ Country

Email Address _____

SECTION II: POSITION INFORMATION

Position(s) applied for _____

Willing to work (Check all that apply): ☐ Full-time ☐ Part-time ☐ Per Diem ☐ Days ☐ Evenings ☐ Nights

If position requires, are you available for overtime? ☐ Yes ☐ No

How did you learn about this position?

- ☐ Walk-in ☐ Company Website ☐ Employee Referral _____ ☐ Company Recruiter _____
- ☐ Internet Posting _____ ☐ Print Advertisement _____ ☐ Job Fair/Open House _____
- ☐ College _____

List any relatives employed by the Company or its subsidiaries or affiliates:

Name _____ Relationship _____

SECTION III: EDUCATION

Name of High School _____ City _____ State _____

☐ Diploma ☐ GED

College/University

1) School Name: _____ City _____ State _____

Degree Earned? ☐ Yes Type of Degree ☐ Associates ☐ Bachelors ☐ Other _____

☐ No If no, years completed _____

Major _____

2) School Name: _____ City _____ State _____

Degree Earned? ☐ Yes Type of Degree ☐ Associates ☐ Bachelors ☐ Other _____

☐ No If no, years completed _____

Major _____

Graduate Studies

School Name: _____ City _____ State _____

Degree Earned? ☐ Yes Type of Degree _____

☐ No If no, years completed _____

SECTION IV: SPECIAL SKILLS OR TRAINING: (List those skills that are applicable for the job you are applying for, including any additional licenses or certificates that may be job-related.)

☐ Certification/License _____

☐ Computer Skills (Software or Hardware) _____

☐ Other Special Skills/Certification or License _____

SECTION V: EMPLOYMENT HISTORY

Are you currently employed? ☐ Yes ☐ No If yes, may we contact your current employer? ☐ Yes ☐ No

Please complete the following section in detail with the most recent/current employer listed first (include exact month and year of employment). If you worked for an employer multiple times, such as with seasonal work, please list each term of employment separately. Please also list service in the armed forces of the United States. Part-time, summer employment, volunteer, or temporary employment should also be indicated if applicable.

Are you attaching a copy of your resume? ☐ Yes ☐ No

Section V: Employment History - continued

If any employment was through a temporary staffing service, please list the name, address and phone number for that agency (not the company name of your temporary assignment).

Previous Employer: _____ Dates Employed _____ to _____
(Month / year.) (Month / year)

Your Position _____ Supervisor's Name _____

Position Description _____

Reason for Leaving _____

Address _____

Email _____ Phone Number _____

Previous Employer: _____ Dates Employed _____ to _____
(Month / year.) (Month / year)

Your Position _____ Supervisor's Name _____

Position Description _____

Reason for Leaving _____

Address _____

Email _____ Phone Number _____

Previous Employer: _____ Dates Employed _____ to _____
(Month / year.) (Month / year)

Your Position _____ Supervisor's Name _____

Position Description _____

Reason for Leaving _____

Address _____

Email _____ Phone Number _____

List any job-related professional, trade, business, civic or volunteer activities and any offices held. (Please exclude memberships or affiliations that would reveal gender, race, religion, national origin, age, ancestry, disability or any other protected status)

SECTION VI: GENERAL INFORMATION

Have you ever filed an employment application with HCI under the name on this application or under any other name?

☐ Yes ☐ No

If yes, under what name and when? _____

Have you ever been employed, whether temporary, part or full-time with our Company or its subsidiaries or affiliates?

☐ Yes ☐ No If yes, list date(s) _____

Are you able to perform the essential functions of your position, with or without an accommodation? ☐ Yes ☐ No

Do you have reliable transportation? ☐ Yes ☐ No Can you travel if the job requires it? ☐ Yes ☐ No

Have you ever held a position of trust (e.g. handling money or confidential information) ☐ Yes ☐ No

Have you ever been refused Bond? _____ If yes, please explain: _____

Have you ever been discharged or asked to resign from a position? ☐ Yes ☐ No If yes, please explain: _____

Are you legally authorized to work in the U.S.? ☐ Yes ☐ No

Will you now or in the future require sponsorship for employment visa status (e.g. H-1B visa)? ☐ Yes ☐ No

Are you at least 18 years of age? ☐ Yes ☐ No

Do you hold a valid driver's license? ☐ Yes ☐ No State License Issued: _____

As a part of our normal hiring process, if you receive an offer of employment, we perform background checks. The offer of employment is contingent upon the positive completion of the hiring clearance process. Is there any reason why you would not authorize us to perform these checks?

☐ Yes ☐ No

SECTION VIII: APPLICANT CERTIFICATION – READ CAREFULLY BEFORE SIGNING

Please read the following carefully before signing this application:

- The statements set forth above are true and complete. I authorize HCI (hereinafter referred to as “the Company”) to obtain information about me from previous employers, including relevant facts and opinions about my work and work habits, and I release from liability or responsibility all persons or entities requesting or supplying such information. I release the company from liability for considering, relying on, or taking into account information it receives from such persons or entities.
- I expressly authorize any educational institutions that I have attended to provide transcripts and degree status. I release from liability or responsibility all persons or entities requesting or supplying such information. I release HCI from liability for considering, relying on or taking into account information it receives from such persons or entities.
- I understand that discriminatory practices against applicants or employees previously convicted of one or more criminal offenses are prohibited. The Company will not deny employment or act adversely in relation to employment regarding such individuals, unless: a.) There is a direct relationship between a criminal offense and the position to be held by the applicant or currently held by the employee; or b.) Granting employment or other employment-related opportunity would involve unreasonable risk to Company property or the safety or well-being of employees or the general public.

- I understand that any false information or significant omissions on this application may disqualify me from further consideration for employment, and that if employed, false information or significant omissions on this application shall be grounds for immediate termination of employment.
- If employed by HCI, I agree to adhere to company policies and procedures, although I understand that my agreement to do so does not create a contract of employment between myself and the company. I further understand that if hired by the company, my employment is not for a specific duration and may be terminated by me or the company at any time and for any reason, or for no reason whatsoever, with or without notice, and with or without cause to the fullest extent allowed by law.
- All Company employees are "at will" employees to the fullest extent allowed by law. No statements made in HCI handbook or in any other policy or guideline documents creates a contractual promise from Company to its employees.
- I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment offer or contract between HCI and me.
- I understand that no supervisor, manager, or executive of HCI, other than the President, or authorized Hiring Manager of the Company, has the authority to alter the foregoing and only a written contract signed by the President may modify the Company's at-will employment policy.
- By signing this application I indicate my understanding of all of the above.

Applicant Signature: _____

Print Name: _____

Date: _____