

Hopkins Sand & Gravel, Inc.

27760 State Road 35
Webster, WI 54893
715-866-4157
katie@hopkinsgravel.com

Application for Employment

ADMINISTRATIVE ASSISTANT/DISPATCHER

Applicant Name _____ Date of Application _____

Phone Number _____ Date of Birth _____

Email Address _____ Rate of Pay Desired _____

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, veteran status, non-job related disability, or any other projected group status.

ADDRESSES OF RESIDENCY (PREVIOUS THREE YEARS)

Current Address

_____ Dates _____
Street City State Zip Code

Previous Addresses

_____ Dates _____
Street City State Zip Code

_____ Dates _____
Street City State Zip Code

_____ Dates _____
Street City State Zip Code

Do you have the legal right to work in the United States? Yes No

Have you worked for this company before? _____ Dates: _____

Reason for leaving: _____

Are you currently employed? _____ If not, how long since leaving last employment? _____

FOR OFFICE USE ONLY

DATE INTERVIEWED: _____

DATE OF HIRE: _____ BY: _____

RATE OF PAY: \$ _____

DATE TERMINATED: _____

EMPLOYMENT HISTORY

Please list most recent employer(s) first. Add an additional sheet if necessary.

Employer	Job Title
Dates of Employment	Salary/Wage
Address	Job duties/responsibilities
City State Zip Code	
Contact: Phone #	
Reason for leaving:	
	May we contact this employer?
Employer	Job Title
Dates of Employment	Salary/Wage
Address	Job duties/responsibilities
City State Zip Code	
Contact: Phone #	
Reason for leaving:	
	May we contact this employer?
Employer	Job Title
Dates of Employment	Salary/Wage
Address	Job duties/responsibilities
City State Zip Code	
Contact: Phone #	
Reason for leaving:	
	May we contact this employer?
Employer	Job Title
Dates of Employment	Salary/Wage
Address	Job duties/responsibilities
City State Zip Code	
Contact: Phone #	
Reason for leaving:	
	May we contact this employer?

Please explain any gaps in employment. _____

SOCIAL SECURITY # _____

EDUCATION

School Name	Location	Years Attended	Degree Received

SPECIALIZED SKILLS

Computer _____ **Word** _____ **Excel** _____ **QuickBooks** _____

Please state any additional information you feel may be helpful to us in considering your application:

Why do you want to work for Hopkins Sand & Gravel?

Please state any additional experience or information you feel may be helpful to us in considering your application:

PROFESSIONAL REFERENCES

Do not include family members or past supervisors.

Name	Phone #	Relation

TO BE READ AND SIGNED BY APPLICANT

I authorize you to make such investigations and inquires of my personal, employment, financial or medical history and other related matters as may be necessary in arriving at an employment decision. (Generally, inquiries regarding medical history will be made only if and after a conditional offer of employment has been extended.) I hereby release employers, schools, health care providers and other persons from all liability in responding to inquiries and releasing information in connection with my application.

In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the company.

I understand that information I provide regarding current and/or previous employers may be used, and those employers will be contacted,

For the purpose of investigating my safety performance history as required by 49 CFR 391.23(d). I understand that I have the right to:

- Review information provided by previous employers;
- Have errors in the information corrected by previous employers and for those previous employers to resend the corrected information to Hopkins Sand & Gravel, Inc.; and
- Have a rebuttal statement attached to the alleged erroneous information, if the previous employer(s) and I cannot agree on the accuracy of the information.

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

Signature _____

Date _____