

Application for Employment

(Please Print)

Date of Application _____

Position(s) Applied For _____

Referral Source: _____ Advertisement _____ Friend _____ Relative
_____ Employment Agency _____ Other _____

Name _____
LAST FIRST MIDDLE

Address _____
NUMBER STREET PO BOX or APT. # CITY STATE ZIP CODE

Telephone (____) _____ Social Security Number _____
(optional)

Are you related to a current High West Energy Director or Employee? _____ Yes _____ No
If so, by what means? _____

If employed and you are under 18,
can you furnish a work permit? _____ Yes _____ No

Have you filed an application here before? _____ Yes _____ No If yes, give date _____

Have you ever been employed here before? _____ Yes _____ No If yes, give date _____

Are you lawfully authorized to work in the U.S.? _____ Yes _____ No
(Proof of citizenship or immigration status may be required upon employment)

On what date would you be available for work? _____

Are you available to work _____ Full time _____ Part time _____ Temporary

Are you on a lay-off and subject to recall? _____ Yes _____ No

Can you travel if a job requires it? _____ Yes _____ No

Have you been convicted of a felony within the last 7 years? _____ Yes _____ No
(Conviction will not necessarily disqualify applicant from employment)

If Yes, please explain _____

Have you been given a job opening announcement that states the essential requirements of
the position? _____ Yes _____ No

Are you capable of performing with or without reasonable accommodation, the essential
functions of the job for which you applied? _____ Yes _____ No

Veteran of the U.S. Military service? _____ Yes _____ No
If Yes, which Branch _____

Indicate languages you speak, read, and/or write

Language	Speak	Read	Write

List professional, trade, business or civic activities and offices held.

(You may exclude those which indicate race, color, religion, sex or national origin):

Give name, address and telephone number of three references who are not related to you and are not previous employers:

Education

School Name	High School	College/University	Graduate/Professional
Years Completed: (Circle)	9 10 11 12	1 2 3 4	
Diploma/Degree			
Describe Course of Study:			
Describe Specialized Training, Apprenticeship Skills, and/or Extra Curricular Activities			

Honors Received:

State any additional information you feel may be helpful to us in considering your application.

Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which include race, color, religion, sex or national origin.

1	Employer	Telephone ()	Date Employed		Work Performed
			From	To	
	Address				
	Job Title				
	Supervisor				
Reason for Leaving					
2	Employer	Telephone ()	Date Employed		Work Performed
			From	To	
	Address				
	Job Title				
	Supervisor				
Reason for Leaving					
3	Employer	Telephone ()	Date Employed		Work Performed
			From	To	
	Address				
	Job Title				
	Supervisor				
Reason for Leaving					
4	Employer	Telephone ()	Date Employed		Work Performed
			From	To	
	Address				
	Job Title				
	Supervisor				
Reason for Leaving					

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experience

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment.

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

Signature of Applicant

Date

For Personnel Department Use Only

Arrange Interview	___	Yes	___	No
Remarks	_____			
	_____		_____	
Employed	___	Yes	___	No
Job Title	_____		Date of Employment	_____
	Hourly Rate/Salary _____		Department _____	
	By _____		_____	
	Name and Title		Date	

This Application For Employment and Applicant Data Record is sold for general use throughout the United States. Amsterdam Printing and Litho Corp. assumes no responsibility for the inclusion in said form of any question which, when asked by the employer of the job applicant, may violate State and/or Federal Law.

APPLICANT AFFIRMATIVE ACTION INFORMATION

It is the policy of High West Energy, Inc. to provide equal employment opportunity to all qualified applicants for employment without regard to race, color, religion, national origin, sex, age, veteran status or disability. As an affirmative action employer under E.O. 11246 we invite all applicants to identify themselves as indicated below.

COMPLETION OF THIS FORM IS VOLUNTARY AND IN NO WAY AFFECTS THE DECISION REGARDING YOUR APPLICATION FOR EMPLOYMENT. THIS FORM IS CONFIDENTIAL AND WILL BE MAINTAINED SEPARATELY FROM YOUR APPLICATION FORM.

PLEASE PRINT

Name _____ Date _____
Last First Middle

Position _____

Racial origin/Ethnicity (You may mark one or more of the following):

- White**—Not of Hispanic Origin- A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American** – Not of Hispanic Origin - A person having origins in any of the black racial groups of Africa.
- Asian**- A person having origins in any of the original peoples of the Far East, Southeast Asia, or the n subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaskan Native**—A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Native Hawaiian or Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Two or More (Not Hispanic or Latino)** - All persons who identify with more than one of the above five races

ETHNICITY:

- Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- I elect not to identify**

Sex: Male Female

Signature _____