



The Harrington Corporation

3721 Cohen Place
Lynchburg, Virginia 24501

APPLICATION FOR EMPLOYMENT

Position Applied For _____ Date _____

Available to begin work _____ Wage Expected _____

INSTRUCTIONS: Please read carefully. Every item on this form must be answered to the best of your ability. Please print and use a pen. Your qualifications will be carefully reviewed and you will be given thorough consideration for the position(s) for which you have applied. Upon employment, this application will become part of your permanent record at The Harrington Corporation. Keep this in mind as you complete it.

We are an Equal Opportunity Employer. The Harrington Corporation does not discriminate on the basis of race, color, religion, gender, national origin, pregnancy, marital status, citizenship, age, disability, veteran status, or any other legally protected class. You may request assistance in completing this application.

Special Note: You are not required to supply any information that is prohibited by Federal, State, or Local law.

Name in Full _____
(last) (first) (middle)

Home Address _____
(street) (city) (state) (zip code)

Phone Number _____ Email: _____

Are you legally entitled to work in the United States? Yes _____ No _____ ***Compliance with I-9 requirements is mandatory, upon employment.*

If applying for a job which requires driving (including driving a forklift), have you ever been involved in an accident while driving a motor vehicle (including a forklift)? Yes _____ No _____

If yes, provide details _____

If applying for a job which requires driving, have you ever been convicted of any moving traffic violations?

Yes _____ No _____ If yes, provide details: _____

If applying for a job which requires driving, do you possess a valid driver's license? Yes _____ No _____

If yes, provide issuing state: _____ Driver's license number: _____

Have you ever been convicted of breaking any laws other than traffic violations? Yes _____ No _____

If yes, provide details _____

(A criminal conviction may or may not prohibit you from employment here)

MILITARY SERVICE

Have you ever served in the U.S. Military? Yes _____ No _____

If yes, Branch of Service _____ Last rank held _____

EDUCATION

Circle the highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12 Above

	Name	Address	Did You Graduate?	Degree / GPA
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Business/Vocational	_____	_____	_____	_____
Graduate School	_____	_____	_____	_____

List here all of the equipment with which you have experience and training. (Examples: cash register, small tools, forklift, word processor, calculator, computers, etc.):

Shift Preference: 1st _____ 2nd _____ 3rd _____ Can you work overtime? Yes _____ No _____

Are you under 18? Yes _____ No _____ Are you available to work any shift? Yes _____ No _____

Are you currently employed? Yes _____ No _____ Full Time _____ Part Time _____

May we communicate with your present employer? Yes _____ No _____

If no, please explain why: _____

EMPLOYMENT RECORD

List below all present and past employment, beginning with your most recent employer

Dates of Employment: From: _____ To: _____

Employer _____ Type of Business _____

Address _____

Telephone _____ For Job Reference contact: _____

Starting Salary: _____ per hour / week Ending Salary: _____ per hour / week

Position/Duties _____

Exact Reason for Leaving _____

May we contact them? Yes _____ No _____

Why not? _____

Dates of Employment: From: _____ To: _____

Employer _____ Type of Business _____

Address _____

Telephone _____ For Job Reference contact: _____

Starting Salary: _____ per hour / week Ending Salary: _____ per hour / week

Position/Duties _____

Exact Reason for Leaving _____

May we contact them? Yes _____ No _____

Why not? _____

Dates of Employment: From: _____ To: _____
Employer _____ Type of Business _____
Address _____
Telephone _____ For Job Reference contact: _____
Starting Salary: _____ per hour / week Ending Salary: _____ per hour / week
Position/Duties _____
Exact Reason for Leaving _____
May we contact them? Yes _____ No _____
Why not? _____

* * * * *

Dates of Employment: From: _____ To: _____
Employer _____ Type of Business _____
Address _____
Telephone _____ For Job Reference contact: _____
Starting Salary: _____ per hour / week Ending Salary: _____ per hour / week
Position/Duties _____
Exact Reason for Leaving _____
May we contact them? Yes _____ No _____
Why not? _____

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Dates of Employment: From: _____ To: _____
Employer _____ Type of Business _____
Address _____
Telephone _____ For Job Reference contact: _____
Starting Salary: _____ per hour / week Ending Salary: _____ per hour / week
Position/Duties _____
Exact Reason for Leaving _____
May we contact them? Yes _____ No _____
Why not? _____

UNEMPLOYMENT RECORD

List all intervals of unemployment during the last 10 years, if any. Give a brief statement covering each period.

Have you ever been discharged or asked to resign from any position? Yes _____ No _____

If yes, provide details _____

How did you hear about The Harrington Corporation?

Advertisement ___ Friend ___ Relative ___ Employment Agency ___ Other _____

List any relatives employed at The Harrington Corporation and their relationship.

Please list the name, address and contact information of three references who can attest to your knowledge, skill and ability to perform the work for which you are applying. We are seeking 3 business related references, not personal references. (Do not list relatives or former employers.)

	Name	Phone Number	Employer	Occupation
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____

What do you believe qualifies you for the position you are seeking with the Harrington Corporation?

CONDITIONS OF EMPLOYMENT

1. The facts as stated on this application are true and correct. I understand that, if employed, false statements on this application may cause my immediate dismissal.
2. I authorize whatever background and personal reports needed to verify that the information I have supplied is true and accurate and to determine my fitness for this job and hold harmless those who have the responsibility to develop such a report. A copy of this authorization is as valid as the original.
3. I understand that if I am offered a job, I must successfully complete a drug screening procedure. Successfully completing the pre-employment drug screen is a condition of employment.
4. This application for employment shall be considered active for a period of time not to exceed 30 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.
5. I understand that I may be required to work overtime as a condition of being employed.
6. In consideration of my employment, I agree to conform to the rules and regulations for employees. I understand I am an employee at-will, and that this application is not a contract of employment with The Harrington Corporation, and that my employment and compensation can be terminated, with or without cause, at anytime, at the option of either The Harrington Corporation, or me. I understand that no representative of The Harrington Corporation, has any authority to enter into any verbal agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and that no document, policy or practice of The Harrington Corporation, may change the foregoing unless it is expressly titled "Employment Agreement" and signed by both myself and an authorized representative of this company.
7. Upon separation of employment, I authorize The Harrington Corporation, to withhold from my final pay check any monies owed by me for equipment, loans, products, services, uniforms unreturned, benefits advanced that that I have not earned, materials or other assets in my possession not promptly returned or repaid as agreed.

_____ Signature of Applicant

_____ Date