

Hartford Despatch & Warehouse On-line Employment Application

Are you applying as: _____ an employee or _____ An Owner Operator

Date you submit this application: _____

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

YOUR NAME: _____
Last First Middle

ADDRESS: _____
Number Street City State Zip

PHONE NO. (____) _____ **SOCIAL SECURITY NO.** _____

PLEASE INDICATE YOUR RESPONSE:	YES	NO	DATE
- Have you filed an application here before?	_____	_____	_____
- Have you ever been employed here before?	_____	_____	_____
- Are you either a United States citizen or authorized to work in the United States?	_____	_____	_____
- Are you on lay-off and subject to recall?	_____	_____	_____

ARE YOU AVAILABLE TO WORK? **FULL-TIME** **PART-TIME**

TYPE OF WORK DESIRED _____
 Salary _____ Hourly _____ Percentage _____ Prior yr's Compensation: _____

CHECK YOUR CAPABILITIES BELOW:

OFFICE APPLICANTS

Typewriter _____
 Shorthand _____
 M/S word _____
 Calculator _____
 M/S Excel _____
 Switchboard _____
 Other software? _____

NON-OFFICE APPLICANTS

CDL Class? A ___ B ___
 Drive Tractor Trailer _____
 Operate Fork Truck _____
 Experienced Furniture Mover _____
 Experienced Freight Handler _____
 Pack Household Goods _____

Tells us about your Education

<u>Name</u>	<u>Location</u>	<u>Graduated</u>	<u>Course</u>
<u>GRADE SCHOOL</u>			
<u>HIGH SCHOOL</u>			
<u>COLLEGE</u>			
<u>OTHER</u>			

MILITARY SERVICE

BRANCH: _____ RANK: _____ FROM Mo. & Yr. _____ TO Mo. & Yr. _____ Duties _____

PREVIOUS EMPLOYMENT (please list up to last 10 years)

Name of Company	From, To	Name of Supervisor	Salary
Address			Telephone
Position			Reason for change

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Hartford Despatch & Warehouse Co., Inc. is an equal opportunity employer. State and federal law prohibit discrimination on the bases of race, color, religious creed, age, sex, marital status, national origin, ancestry, present or past history of mental disorder, learning disability, mental retardation or physical disability, except in cases of bona fide occupational qualification.

In accordance with the Substance Abuse Program of Hartford Despatch, notice of which is posted on the premises, effective August 3, 1990 all prospective employees are required to take and pass a 5-panel drug screen. A positive result to the screen will result in a denial of an application for employment. Failure to submit to the screen will make it medically impossible to qualify the applicant for a position in the Company.

I certify that the answers given herein are true and complete and authorize any investigation necessary to verify such information. If it is discovered that there has been a falsification it may be grounds for my immediate discharge. I acknowledge that any position offered to me as an employee, as a result of this application shall be on an at-will basis and no contract of employment shall be created.