

# Hi-Tech Wire, Inc.

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St. Henry Ohio, 45883

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Email: [employment@hi-techwire.com](mailto:employment@hi-techwire.com)

## Application for Employment

*At Hi-Tech Wire, Inc. applications are kept on file for six months.*

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code Telephone Number*

Position Applied for: \_\_\_\_\_ Salary/Rate Expected: \_\_\_\_\_

Who referred you to us for employment? \_\_\_\_\_ Relationship: \_\_\_\_\_

Available for (Check all that apply): Full time  Part time  Shift Work  Temporary  Date Available: \_\_\_\_\_

Have you ever been employed here before? Yes  No  If yes, please give dates: \_\_\_\_\_

Have you ever filled out an application here before? Yes  No  If yes, when? \_\_\_\_\_

Are you a citizen of the United States? Yes  No  If no, are you authorized to work in the United States? Yes  No

Have you ever been convicted of a criminal offense (excluding minor traffic violations involving a fine less than \$250)? Yes  No   
(If yes, please provide dates and explain the nature of the offense)

*A conviction record will not necessarily be a bar to employment. Factors such as the timing of the offense, the seriousness and nature of the violation and the nature of the job for which you are applying for may be taken into account by the employer.*

### Education

	Name of School	Years Completed	Degree	Course of Study	Grade Point Average
High School		9 10 11 12			
College/Trade School		1 2 3 4			
Graduate School		1 2 3 4			
Other		1 2 3 4			

### References

*Please list at least two but no more than three professional references.*

Name:	Address:	Telephone Number:	Profession or Position:	Relationship:

*Hi-Tech Wire, Inc. is an equal opportunity employer. Applications are considered for all positions without regard to race, color, religion, sex, national origin, disability, age, ancestry, or any other characteristic protected by applicable law.*

## Previous Employment

Please list your most recent employer first.

Company Name: \_\_\_\_\_ Dates Worked: \_\_\_\_\_ Rate: \_\_\_\_\_

Nature of Duties: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_ Dates Worked: \_\_\_\_\_ Rate: \_\_\_\_\_

Nature of Duties: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_ Dates Worked: \_\_\_\_\_ Rate: \_\_\_\_\_

Nature of Duties: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## Military Service

Date Entered: \_\_\_\_\_ Date Discharged: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

## Emergency Contact Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

## Please Read Carefully Before Signing

I understand that this application does not constitute an employment contract or an offer for employment. I further understand that if I am offered a position of employment, that my employment will be "at will", and that either I or the company may terminate the employment at any time for any reason with or without cause or without notice. I also understand that no individual representative of the company, other than the president in writing or verbally may alter this employment relationship. I understand that I must at all times abide by the company's rules and regulations.

I authorize the investigation of all statements contained on this application and authorize the references and employers listed above will give you any and all information concerning my previous employment and any pertinent information they may have. I further release and agree to hold harmless the company and all parties providing the information from all liability for any claim or damage that may result from furnishing such information to you.

I certify that the information I have given on this application is true and complete to the best of my knowledge and belief. I understand that any false information provided on this application or at the time of interview(s) may be cause for immediate discharge.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Hi-Tech Wire, Inc. would like to thank you for taking the time to fill out our application. If you want to know more about us or have any questions in reference to current job openings, please email us at [employment@hi-techwire.com](mailto:employment@hi-techwire.com) or call us at (419) 678-8376.*