

**HUGG AND HALL EQUIPMENT
APPLICATION FOR EMPLOYMENT
EQUAL OPPORTUNITY EMPLOYER**

Personal Information

Last name	First	Middle	Date
Street Address			Home Telephone
City, State, Zip			Business Telephone
Position(s) applied for:			Social Security #
Have you ever been employed here before? If yes, give dates and positions			When will you be available to begin work?
Are you legally eligible for employment in the United States? <small>(Proof of citizenship or immigration status will be required upon employment.)</small>			Pay expected
Have you ever been convicted of a felony? (please circle)			Yes No
If yes, state nature of the conviction: (Conviction will not necessarily disqualify an applicant for employment, all circumstances will be considered)			

Education

School	Name and Location	Number of years completed	Did you graduate?	Degree
Graduate				
College				
Trade				
High School				

Employment (Start with most recent employer)

(1) Company Name	Telephone
Address	Employed From: _____ To: _____
Name of Supervisor and Phone Number	Monthly Pay Start: _____ Last: _____
State Job Title and Describe your work	Reason for leaving

This application is the property of Hugg and Hall Equipment.
Incomplete applications are not considered.
Completion of an application does not indicate a position is promised or employment offered.

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(2) Company Name	Telephone
Address	Employed From: To:
Name of Supervisor and Phone Number	Monthly Pay Start: Last:
State Job Title and Describe your work	Reason for leaving

(3) Company Name	Telephone
Address	Employed From: To:
Name of Supervisor and Phone Number	Monthly Pay Start: Last:
State Job Title and Describe your work	Reason for leaving

(4) Company Name	Telephone
Address	Employed From: To:
Name of Supervisor and Phone Number	Monthly Pay Start: Last:
State Job Title and Describe your work	Reason for leaving

Please note if you do not wish to have current employer contacted.

Have you ever been discharged or asked to resign? (circle one)	Yes	No
If yes, please explain:		

Personal References

Name	Address	Telephone

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Pre-employment Drug Testing Policy

Consistent with this company's policy opposing drug abuse, we have implemented a pre-employment drug testing policy. All job applicants at Hugg & Hall Equipment will undergo testing as a condition of employment.

Applicants will be required to voluntarily submit to a drug test at a collection site chosen by the company, and will be asked to sign a consent agreement which will release the company from liability. Any applicant with positive test results will be denied employment. The company will not discriminate against applicants for employment because of past abuse of alcohol and other substances. It is the current abuse of drugs and other substances which prevents employees from properly performing their jobs that the company will not tolerate.

APPLICANT'S STATEMENT

I hereby certify that the facts or responses in this application are true, correct, and complete.

I understand and agree that, if I am employed, any misrepresentations or omission of fact in this application whenever discovered, shall be cause for rejection of this and subsequent applications and for discipline, including immediate discharge. The company has my permission to obtain all necessary information from the references I have listed; concerning my prior employment and personal history. I further agree and acknowledge that if I am offered employment and accept such employment, that it is not for a specific term, and that my employment can be terminated at will, by either myself or my employer. I understand that this application will remain current for only 60 days. Following that date, to assure consideration for a position, a new application must be completed. I certify that I am a genuine applicant for employment and that this Application is submitted solely for the purpose of employment with Hugg and Hall and for no other reason.

Date

Signature of Applicant

ARKANSAS CLEAN INDOOR AIR ACT OF 2006

20-27-1804 Prohibitions on smoking.

(b)(1) Smoking is prohibited in all public places and enclosed areas within places of employment including, but not limited to

- A) Common work areas
- B) Auditoriums
- C) Classrooms
- D) Conference and meeting rooms
- E) Private offices
- F) Elevators
- G) Hallways
- H) Health care facilities
- I) Cafeterias
- J) Employee lounges
- K) Stairs
- L) Restrooms
- M) All other enclosed areas

(2) An individual, person, entity, or business subject to the smoking prohibitions of this section shall not discriminate or retaliate in any manner against a person for making a complaint of a violation of this section or furnishing information concerning a violation to a person, entity, or business or to an enforcement authority.

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Reference Consent Form

I, _____, hereby give consent to any and all prior employers of mine to provide the following information with regard to my employment with prior employers to Hugg and Hall Equipment. This consent is given in accordance with Act 1474 of 1999 of the General Assembly of the state of Arkansas:

- (a) date and duration of employment;
- (b) current pay rate and wage history;
- (c) job description and duties;
- (d) last written performance evaluation prepared before the date of the request;
- (e) attendance information'
- (f) results of drug or alcohol tests administered within one year before the request;
- (g) threats of violence, harassing acts, and/or threatening behavior related to the workplace or directed at another employee;
- (h) whether the employee was voluntarily or involuntarily separated from employment and the reason for the separation; and
- (i) whether the employee is eligible for rehire.

Applicant's Signature

Date

**INVITATION TO
VETERANS OF THE VIETNAM ERA
AND/OR THE DISABLED**

To: Employees and Applicants for Employment

Hugg and Hall Equipment has affirmative action programs for persons with disabilities, disabled veterans, and veterans of the Vietnam era. The programs are in accordance with Section 503 of the Rehabilitation Act of 1973, as amended; and with Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974.

If you are an employee or applicant and have any physical or mental disability and believe you qualify under the provisions of either of these Acts, please tell us. Submission of this information is voluntary, and refusal to provide it will not subject you to discharge or disciplinary treatment. You may notify us at the time you apply for employment or at any future time.

If you decide to advise us of your disability, the information you provide will be used only in accordance with the requirements of the Acts. Such information will be kept confidential except for: (1) restrictions on your work duties and any accommodations may be communicated to your supervisors and managers, (2) first aid and safety personnel may be informed so they can properly handle emergencies, and (3) federal compliance officers may be informed pending any compliance reviews.

Should you decide to advise us of your disability, please also state your suggestions as to how your disability may be reasonably accommodated.

A copy of our Affirmative Action Plan may be inspected during normal business hours by contacting the Human Resources Department.

VOLUNTARY APPLICANT DATA RECORD

Hugg and Hall Equipment is an Equal Opportunity Employer. We do not discriminate in hiring or employment because of race, color, creed, national origin, sex, age, disability, genetic information or veteran status. Various government agencies request statistical information regarding our hiring practices. **Your cooperation in completing this section is completely voluntary. Any information gathered is strictly confidential. Your answers will in no way be used against you.** Thank you for your cooperation.

Please Specify Your Gender
Check One

Male _____

Female _____

I choose not to disclose _____

Hispanic or Latino
Check One

No _____

Yes _____

I choose not to disclose _____

Please Specify Your Race
Check all that apply

White _____

Black or African American _____

Native Hawaiian or Other Pacific Islander _____

Asian _____

American Indian or Alaskan Native _____

OR

I choose not to disclose _____

Name: _____ Date of application: _____

Position applied for: _____ Branch location applied: _____

How did you learn about the position?

_____ Newspaper Ad _____ Recruiter _____ Company Website

_____ Current Employee – Employee Name: _____