



8201 Corporate Drive, Suite 600
Landover, Maryland 20785

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Employment Application

Thank you for considering employment with HeiTech Services. Completing this application will provide us with information about your work experience and education that will be important when we select candidates with the best qualifications.

HeiTech Services is an equal opportunity employer and does not discriminate in considering candidates for employment. The questions on this application are used to select the best candidates. Equal access to employment, services, and programs is available to all qualified individuals. Those applicants requiring reasonable accommodation to complete the application and/or interview process should notify the HeiTech Services Human Resources Department.

Date of Application: _____

1. Contact Information

Name: _____

Current Address:

Street: _____

City: _____ State: _____ Zip: _____

Phone: Home: _____ Cell: _____

Email: _____

2. Applicant Information

Position(s) Applied For: _____

Please identify where you learned about an employment opportunity with this organization:

Newspaper Ad Employee Referral By whom: _____

Agency HeiTech Services Recruiter HeiTech Services Website

Other _____

Are you 18 years of age or older?: Yes No

If no, can you furnish a work permit? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or immigration status? (Proof of citizenship or employment eligibility will be required upon employment.) Yes No

Have you filed an application with or worked for HeiTech Services before? Yes No

If yes, state the position held or position applied for and dates of service or application: _____

Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job? Yes No

Can you perform these essential functions with or without reasonable accommodation? Yes No

Wage or salary desired? \$ _____

When can you start? _____

Type of employment desired: Full-time Part-time Temporary

Number of hours desired? _____

Are you willing to work overtime if required? Yes No

Specify your hourly availability fore each day of the week:

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| | | | | | | |

Can you travel if required by this position? Yes No

Have you ever been convicted of a crime in the last seven years? Yes No

(Conviction will not necessarily disqualify an applicant from employment. Applicants are not required to disclose sealed or expunged records) If yes, describe conditions: _____

Veteran of the U.S. Military Service? Yes No

3. Employment History

Are you employed now? Yes No

May we contact your present employer? Yes No

Please provide the following requested information regarding your employment history for up to the last ten years: Include military service assignments and volunteer activities. You may exclude organization names that indicate race, religion, color, age, gender, national origin, ancestry, HIV/AIDS status, genetics, disability, and military status or any other legally protected status.

1. **Employer:** _____ **Position:** _____
Address: _____ **City:** _____
State: _____ **Zip:** _____ **Phone #:** _____

Immediate Supervisor: _____ **Supervisor's Title:** _____
Dates Employed: from _____ to _____ **Salary:** _____

Job Summary: _____

Reason for leaving: _____

2. **Employer:** _____ **Position:** _____
Address: _____ **City:** _____
State: _____ **Zip:** _____ **Phone #:** _____

Immediate Supervisor: _____ **Supervisor's Title:** _____
Dates Employed: from _____ to _____ **Salary:** _____

Job Summary: _____

Reason for leaving: _____

3. **Employer:** _____ **Position:** _____
Address: _____ **City:** _____
State: _____ **Zip:** _____ **Phone #:** _____

Immediate Supervisor: _____ **Supervisor's Title:** _____
Dates Employed: from _____ to _____ **Salary:** _____

Job Summary: _____

Reason for leaving: _____

4. **Employer:** _____ **Position:** _____
Address: _____ **City:** _____
State: _____ **Zip:** _____ **Phone #:** _____

Immediate Supervisor: _____ **Supervisor's Title:** _____
Dates Employed: from _____ to _____ **Salary:** _____

Job Summary: _____

Reason for leaving: _____

Have you ever been employed or educated under a different name? Yes No

If yes, please list other aliases: _____

Have you ever been discharged by an employer? Yes No

If yes, please explain all terminations: _____

List all periods during which you were unemployed? _____

How did you spend this time? _____

If you need additional space, please attach a separate sheet.

List professional, trade, business, or civic activities and offices held. (You may exclude memberships that would reveal race, religion, color, age, gender, national origin, ancestry, HIV/AIDS status, genetics, disability, and military status or any other legally protected status):

4. Education

List school name and location, years completed, course of study, and any degrees earned:

| | | |
|-------------|-------------------------------------|-----------------|
| High School | _____ / _____ | _____ |
| | Name of School / City, State | Graduated (Y/N) |
| | Years Completed (circle) 9 10 11 12 | |

| | | |
|-------------|--------------------------------------|--------------------------|
| College (1) | _____ / _____ | _____ |
| | Name of School / City, State | Graduated (Y/N) |
| | _____ / _____ | 1 2 3 4 |
| | Course of Study / Degree/Certificate | Years Completed (circle) |

| | | |
|-------------|--------------------------------------|--------------------------|
| College (2) | _____ / _____ | _____ |
| | Name of School / City, State | Graduated (Y/N) |
| | _____ / _____ | 1 2 3 4 |
| | Course of Study / Degree/Certificate | Years Completed (circle) |

| | | |
|------------------|--------------------------------------|-----------------|
| Technical School | _____ / _____ | _____ |
| | Name of School / City, State | Graduated (Y/N) |
| | _____ / _____ | Year |
| | Course of Study / Degree/Certificate | |

| | | |
|----------|--------------------------------------|-----------------|
| Graduate | _____ / _____ | _____ |
| | Name of School / City, State | Graduated (Y/N) |
| | _____ / _____ | Year |
| | Course of Study / Degree/Certificate | |

Professional Enrichment Courses: _____

HeiTech Services may require proof of degree(s) and/or certification(s) listed above.

5. References

List three (3) business references, including at least two direct Supervisors:

1. Name: _____ Professional Relationship: _____
 Number of Years Known: _____ Phone Number(s): _____
 Address: _____
 City: _____ State: _____ Zip: _____

2. Name: _____ Professional Relationship: _____
 Number of Years Known: _____ Phone Number(s): _____
 Address: _____
 City: _____ State: _____ Zip: _____

3. Name: _____ Professional Relationship: _____
 Number of Years Known: _____ Phone Number(s): _____
 Address: _____
 City: _____ State: _____ Zip: _____

6. Applicant's Statement

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that, if disclosed, would affect this application unfavorably. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize HeiTech Services to make an investigation of any of the facts set forth in this application. I agree to immediately notify HeiTech Services if I should be convicted of a felony, or any crime involving dishonesty, breach of trust, controlled substances, sexual misconduct, abuse, or violence, while my job application is pending, or during my period of employment, if hired.

I authorize my previous employers, schools or persons named as references to give any information regarding employment or educational record. I agree that this company and my previous employers shall not be held liable in any respect if a job offer is not extended, is withdrawn or my employment is terminated because of false statements, omissions or answers made by me on this application. I understand that, if hired, I am obliged to comply with any and all current and subsequently adopted HeiTech Services policies.

In compliance with the Immigration Reform and Control Act of 1986, I understand that I will be required to provide approved documentation that verifies my right to work in the United States on my first day of employment.

I understand that this application does not create a contract of employment. I understand that, if hired, employment at HeiTech Services is "at will," which means that either I or the company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of the Company, other than the President, has any authority to alter the foregoing.

I hereby acknowledge that I have read and understand the above statements.

Applicant signature: _____ Date: _____

Equal Employment Opportunity (EEO) Form

Qualified applicants are considered for employment without regard to race, religion, sex, national origin, age, marital status, sexual orientation, veteran status, disability, or other protected characteristic.

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. **Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.** The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

This detachable form will be kept in a confidential file separate from your application for employment.

Name (Last, First, MI): _____

Street Address: _____

City, State, Zip Code: _____

Position Applied For: _____ Date Applied: _____

Gender Identification (check one)

____ Female ____ Male

Race/Ethnic Identification (check one):

- Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

If you did not check "Hispanic or Latino" above, please select one of the following race/ethnic identifications.

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

Applicant's Signature

Date