

**Home Guard  
Industries Incorporated**  
**APPLICATION OF EMPLOYMENT**

It is the policy of this company to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, physical or mental handicap or veteran status.

**Note:** Please type or print your answers. If you print, please do so in blue or black ink and write neatly. An illegible application may preclude you from consideration.

**POSITION APPLYING FOR:** \_\_\_\_\_

**How Did You Learn About Us?**

- Advertisement                       Friend                       Walk – In  
 Employment Agency               Relative  
 Other

**PERSONAL INFORMATION**

\_\_\_\_\_  
First Name                                      Middle Initial                                      Last Name

Current Address:

\_\_\_\_\_  
Street and Apt. #                                      City                                      State                                      Zip Code

Permanent Address (if different from above):

\_\_\_\_\_  
Street and Apt. #                                      City                                      State                                      Zip Code

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_              Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

If You are under 18 years of age, Can you provide required proof of your eligibility to work?

- Yes**                       **No**

I am an U.S. Citizen or otherwise authorized to work in the United States on an unrestricted basis:

- Yes**                       **No**

If applicable, please list your visa type, visa # and expiration: \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No  
If you answered yes, please explain:

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

If yes, please provide the following information:

Branch of Service: \_\_\_\_\_ Rank at time of separation: \_\_\_\_\_

I served from \_\_\_\_\_ to \_\_\_\_\_.

Special Honors:

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### EMPLOYMENT HISTORY:

Have you ever filed an application with us before?

Yes please give date \_\_\_\_\_  No

Have you ever been employed with us before?

Yes please give date \_\_\_\_\_  No

Are you available for work:

Full Time  Part Time  Shift Work  Temporary

Are you currently on "lay-off" status and subject to recall?

Yes  No

Can you travel if a job requires it?

Yes  No

Are you currently employed?

Yes  No

#### Present or Most Recent Employer

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Your Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact?  Yes  No  
Name Title

Reasons for Leaving: \_\_\_\_\_

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**Prior Employer**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Your Position: \_\_\_\_\_ Salary: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_  
Supervisor: \_\_\_\_\_ May we contact?  Yes  No  
Name Title  
Reasons for Leaving: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Prior Employer**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Your Position: \_\_\_\_\_ Salary: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_  
Supervisor: \_\_\_\_\_ May we contact?  Yes  No  
Name Title  
Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EDUCATION

### *High School*

\_\_\_\_\_  
Name and Address

Did you graduate?  Yes  No Attended from \_\_\_\_\_ to \_\_\_\_\_.

If you did not graduate, did you receive your GED?  Yes  No

Special honors or awards: \_\_\_\_\_

### *Technical or Vocational School*

\_\_\_\_\_  
Name and Address

Did you graduate?  Yes  No Attended from \_\_\_\_\_ to \_\_\_\_\_.

Degree or Certification: \_\_\_\_\_ Specialty: \_\_\_\_\_

Special honors or awards: \_\_\_\_\_

### *College or University*

\_\_\_\_\_  
Name and Address

Did you graduate?  Yes  No Attended from \_\_\_\_\_ to \_\_\_\_\_.

Degree: \_\_\_\_\_ Major: \_\_\_\_\_

Special honors or awards: \_\_\_\_\_

### *College or University*

\_\_\_\_\_  
Name and Address

Did you graduate?  Yes  No Attended from \_\_\_\_\_ to \_\_\_\_\_.

Degree: \_\_\_\_\_ Major: \_\_\_\_\_

POSITION INFORMATION:

***Position Specifications***

Position Applying For: \_\_\_\_\_

How did you hear about this job? \_\_\_\_\_

What hours are you willing to work? \_\_\_\_\_

Would you be able to work weekends? Yes No

Are you willing to travel for the job? Yes No

When would you would you be able to start? \_\_\_\_\_

Desired salary: \_\_\_\_\_ per \_\_\_\_\_

***Skills***

Please describe any skills you have in the following areas:

**Computer:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Languages Spoken (other than English):**

\_\_\_\_\_

**Other:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal. I hereby authorize this company to investigate any aspect of my prior educational and employment history.

Furthermore I understand that if I am hired, employment with this company is "at will," which means that either the company or I can terminate my employment for any reason not prohibited by state or federal law.

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

Calculators are not allowed.

## Basic Skills Assessment

1. Calculate the following:

a)  $4 \frac{3}{8} + 1 \frac{14}{16} =$

b)  $4.75 + 2.5 + 3.4 =$

c)  $3 \frac{1}{16} - 1 \frac{7}{16} =$

d)  $1 \frac{3}{4} - \frac{7}{8} =$

2a) How many 18" pieces can James cut from a piece of steel 8' long?

2b) How much scrap would he have left?ft?

3. If Kenneth goes shopping and buys a pair of pants for \$17.50, a pair of socks for \$6.00 and a shirt for \$25.75 including 10% sales tax, how much change would he get back from a \$100 dollar bill?

4. On the ruler provided (Next Page), Make a mark Indicating the following lengths

a)  $2 \frac{9}{16}$ "

b)  $6 \frac{6}{16}$ "

c)  $10 \frac{5}{8}$ "

5. Using the pieces provided, record the measurement for the parts to the nearest 1/16"

A) \_\_\_\_\_ (long miter)

\_\_\_\_\_ (short miter)

B) \_\_\_\_\_ C) \_\_\_\_\_ D) \_\_\_\_\_

6. The combined length of 3 pieces of material must equal 83". The first piece is  $37 \frac{3}{4}$ " the second piece is  $7 \frac{1}{2}$ ". How long must the third piece be?

7. Convert the following:

a)  $\frac{7}{8}$ " to decimal \_\_\_\_\_

b) .375 to fraction \_\_\_\_\_

c) .75 to fraction \_\_\_\_\_

d) 15 inches to centimeters \_\_\_\_\_  
(there are 2.54 centimeters in 1 inch)

