

APPLICATION FOR EMPLOYMENT

E. L. HARVEY & SONS, INC.

68 Hopkinton Road
Westboro, MA 01581
508-836-3000

Applicants for employment are considered without regard to race, color, religion, sex, sexual orientation, marital status, veteran's status, national origin, age, ancestry, genetics or handicap.

E. L. Harvey & Sons, Inc. is a Tobacco, Drug, and Alcohol Free Work Place. Tobacco in any form is not allowed on or in any property or equipment owned or used by E. L. Harvey.

Date of Application _____

POSITION(S) Applied For: _____

Referral Source: Advertisement Friend Relative Walk-In Other

NAME: _____ Telephone: _____

SSN: _____

Are you authorized to work in the U.S.? yes no
(Proof of citizenship or immigration status is required upon employment)

Address: (List all for the past 7 years)

Current	Street	City	State	Zip Code
Dates	Street	City	State	Zip Code
Dates	Street	City	State	Zip Code
Dates	Street	City	State	Zip Code

In case of emergency notify:

Name	Address	Phone
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Have you worked for this company before: yes no

If yes, dates from: _____ to: _____ position: _____
Reason for leaving _____

Are you currently employed? yes no
If no, how long since leaving last employment? _____

Are you on a lay-off and subject to recall? yes no

On what date would you be available to work? _____

EMPLOYMENT HISTORY AND VERIFICATION

Start with your present or last job and provide information on all employers during the **preceding 7 years**. Include military service assignments and any verified work performed on a volunteer basis.

Applicants to drive a commercial motor vehicle in intrastate or interstate commerce shall also provide an **additional 3 years information** on those employers for whom the applicant operated such a vehicle.

Employer: _____

Address: _____ Phone: _____

Position Held: _____ From: _____ To: _____

Supervisor: _____ Phone: _____

Current/Last Pay Rate: _____ Reason for Leaving: _____

Employer: _____

Address: _____ Phone: _____

Position Held: _____ From: _____ To: _____

Supervisor: _____ Phone: _____

Current/Last Pay Rate: _____ Reason for Leaving: _____

Employer: _____

Address: _____ Phone: _____

Position Held: _____ From: _____ To: _____

Supervisor: _____ Phone: _____

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Employer: _____

Address: _____ Phone: _____

Position Held: _____ From: _____ To: _____

Supervisor: _____ Phone: _____

Current/Last Pay Rate: _____ Reason for Leaving: _____

EMPLOYMENT HISTORY AND VERIFICATION (continued)

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Employer: _____

Address: _____ Phone: _____

Position Held: _____ From: _____ To: _____

Supervisor: _____ Phone: _____

Current/Last Pay Rate: _____ Reason for Leaving: _____

Employer: _____

Address: _____ Phone: _____

Position Held: _____ From: _____ To: _____

Supervisor: _____ Phone: _____

Current/Last Pay Rate: _____ Reason for Leaving: _____

Employer: _____

Address: _____ Phone: _____

Position Held: _____ From: _____ To: _____

Supervisor: _____ Phone: _____

Current/Last Pay Rate: _____ Reason for Leaving: _____

Employer: _____

Address: _____ Phone: _____

Position Held: _____ From: _____ To: _____

Supervisor: _____ Phone: _____

Current/Last Pay Rate: _____ Reason for Leaving: _____

EDUCATION

	Elementary	High School	College	Graduate
Name of School				
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree Received				
Course of Study				

List any other information you think would be helpful to us in considering you for employment, such as special skills, qualifications, organizations, activities, accomplishments, etc. Exclude all information indicative of age, sex, sexual orientation, race, religion, color, national origin, disability or handicap.

Were you in the **U.S. ARMED FORCES**? yes no

If yes, what Branch? _____

Dates of Duty? from: _____ to: _____

Rank at Separation: _____

Briefly describe your duties: _____

Note: This Company does not discriminate on the basis of National Guard or Reserve Unit duty obligations.

CRIMINAL HISTORY

(If you need additional space, please continue on separate sheet of paper)

Have you ever been convicted of a felony? yes no

If yes, please explain: _____

On the following questions, exclude first convictions for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbing the peace.

Have you been convicted of a misdemeanor during the past 7 years? yes no

If yes, please explain: _____

Have you completed a period of incarceration within the past 7 years for any misdemeanor?

yes no

If the answer to any of the above questions is yes, please state whether you were convicted more than 7 years ago for any offense? yes no

If yes, please explain: _____

An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests or criminal court appearances and adjudication in all cases of delinquency or as a child in need of service, which did not result in a complaint transferred to the superior court for criminal prosecution. A conviction will not necessarily disqualify you for the job for which you have applied.

REFERENCES

List 3 references that are not related to you and have known for longer than 2 years.

Name	Address	Phone Number
1.		
2.		
3.		

AGREEMENT

I certify that all information on this application and any other material provided by me is true and complete. I agree that falsified information, misrepresentations or omissions on this application, or any accompanying resume or other materials will disqualify me from consideration for employment and will be considered justification for dismissal whenever discovered.

Unless otherwise noted, I authorize this Company or its agent to investigate and/or verify all information in this application, including contacting all persons, schools, current employer (if applicable), previous employers and other individuals or entities named herein (and those named on accompanying resume, if any). I hereby authorize my former employers and other third parties named on this application to release information pertaining to my work record, habits and performances. In doing so, I hereby release them and E. L. Harvey & Sons, Inc., and its agents from all liability which may flow from the release of such information.

I understand that if I am hired, my employment will be on an at-will basis, for no definite term. As such, I understand that I will enjoy the right to terminate my employment at any time and that E. L. Harvey & Sons, Inc., will similarly enjoy the right to terminate my employment, at any time, with or without cause. This status can only be modified by a written document setting forth such modification, signed by both me and an authorized representative of E. L. Harvey & Sons, Inc. I further acknowledge that I am expected to abide by all Company rules, regulations and policies, written or unwritten, but that such rules, regulations and policies do not create a contract between me and the Company or otherwise restrict the right of either party to terminate the employment relationship.

Signature of Applicant

Date

Note: It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

APPLICATION ADDENDUM FOR DRIVERS

To be completed only if you have a commercial drivers license (CDL)

Date of Birth: _____

DRIVING RECORD

(Please continue on reverse side of form if more space is needed)

DATES	NATURE OF ACCIDENT (head on, rear-end, etc..)	INJURIES	FATALITIES

TRAFFIC CONVICTIONS AND FORFEITURES

(Other than parking violations)

DATES	CHARGE	LOCATION	PENALTY

EXPERIENCE AND QUALIFICATIONS

DRIVER LICENSES

LICENSE NO.	STATE	TYPE	EXP. DATE

a. Have you ever been denied a license, permit or privilege to operate a motor vehicle?: ___ yes ___ no

b. Has any license, permit or privilege ever been suspended or revoked?: ___ yes ___ no

If the answer to either a. or b. is yes, please explain on reverse side of this form.

EXPERIENCE

CLASS OF EQUIPMENT (straight, tractor & semi-trailer, etc.)	TYPE OF EQUIPMENT (van, tank, flat, etc.)	DATES		APPROX. NO. OF TOTAL MILES
		From	To	

List any special courses or training as a driver: _____

List any safe driving awards you may hold and from whom: _____

List any trucking, transportation or other experience that may help in your work for this company: _____

List any special equipment or technical materials you can work with (other than those already listed): _____
