

Howard Employee Services, Inc.
Application

NAME: _____		
First	M.I.	Last
Address: _____		

Telephone Number: () _____ - _____		
Date of Birth- _____		
Race- _____		
Sex- _____		
Have you ever served in the Armed Forces? Please list with whom: _____		
Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been arrested? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Education- Please write highest education level- _____		
IN CASE OF EMERGENCY, NOTIFY: _____		
Name	Telephone Number	
Position applying for- _____		

FOR EMPLOYER TO FILL OUT

COMPANY: _____	
DEPARTMENT: _____	
POSITION / TITLE: _____	
DATE OF HIRE: _____	RATE OF PAY: _____
HOURLY: _____ SALARY: _____ FULL TIME: _____ PART TIME: _____	
WEEKLY: _____ BI WEEKLY: _____ SEMI-MONTHLY: _____ MONTHLY: _____	

We are an equal opportunity employer, dedicated to a policy of non-discrimination in an employment on any basis including race, creed, color, age, sex, religion, or national origin.

WE WILL NOT PROCESS THIS EMPLOYEE'S PAYROLL UNLESS;

THIS FORM IS COMPLETELY FILLED OUT WITH ALL INFORMATION BEING TRUE AND CORRECT

YOU MUST PROVIDE US WITH TWO PROOFS OF IDENTIFICATION (IE; VALID DRIVERS LICENSE, SOCIAL SECURITY CARD, PASSPORT, BIRTH CERTIFICATE, ETC.)

YOUR HOURS WILL NOT BE PROCESSED AND YOU WILL NOT RECEIVE A PAYCHECK UNLESS THE INFORMATION LISTED ABOVE IS COMPLETE AND TRUTHFUL TO THE BEST OF YOUR KNOWLEDGE.