



Application for Employment of:

Name _____ Date _____
 (Last) (First) (M. I.)

Address _____

Telephone # _____ SS# _____ Are you 18 + years of age? _____

If hired, can you provide the documents required to prove that you are authorized to work in the United States? Y or N

Education:

Type	Name/Location	Course	No. Yrs Completed	Degree/Diploma Y or N
Elementary & Jr. High High School				
College or Technical Training				
Other				

Employment Record:

Company Name /Address	Type of Work	Start/End Dates	Pay	Reason for Leaving
1.				
2.				
3.				
4.				

Position desired _____ Pay desired _____

Date you would be available for work _____

How were you referred to our company? _____

Is there any information we would need about your name or use of another name for us to be able to check your record? Y or N Please specify _____

References (other than relatives):

Name	Occupation	Yrs. known	Address
1.			
2.			
3.			

Please list any additional information that you would like to provide regarding your ability to perform the job for which you have applied – such as licenses, awards, hobbies, etc.

I understand that Hutchinson Telephone Company and Hutchinson Telecommunications, Inc. follow an employment-at-will policy, in that either Hutchinson Telephone Company, Hutchinson Telecommunications, Inc. or I may terminate my employment at any time, with or without prior notice, and with or without cause, as long as the reason is consistent with applicable state or federal law. I understand that this application is not a contract of employment. I understand that to be employed I must be lawfully authorized to work in the United States, and I must show the employer documents that will prove this.

I understand that Hutchinson Telephone Company and Hutchinson Telecommunications, Inc. will thoroughly investigate my work and personal history, including processing background checks, and will verify all data given on this application, on related papers and in interviews. I authorize all individuals, schools and firms named therein, including my current employer unless otherwise noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I certify that all the statements herein are true and understand that any falsification or willful omission may result in dismissal or refusal of employment.

Signature of Applicant: _____ **Date:** _____

Interviewed by: _____	Date: _____
Remarks: _____	
Neatness: _____ Ability: _____	
Hired: ___ yes ___ no Position: _____ Dept. _____	
Salary/Wage: _____ Date Reporting to Work: _____	
Approved: 1. _____	2. _____
General Manager	Dept. Head
	3. _____
	Chairman, President & CEO