



# EMPLOYMENT APPLICATION

Various Federal, State and Local laws prohibit discrimination based on race, color, sex, religion, national origin, ancestry, age, disability or marital status. Heritage Sportswear is an equal opportunity employer and your response to any question will not be used as a basis for discrimination, but will be judged on its relevance to the position you are seeking.

**Office Use Only: (Please do not write in this space)**

## PERSONAL INFORMATION

LAST NAME	FIRST	MIDDLE	(FORMER)	LAST 4 DIGITS OF SS#
PRESENT ADDRESS				TELEPHONE NUMBER
CITY		ST	ZIP	
ARE YOU 18YRS OF AGE OR OLDER? YES ( ) NO ( )	DO YOU HAVE TRANSPORTATION? YES ( ) NO ( )	REFERRED BY: (Do you know anyone who works here?)		
HAVE YOU EVER BEEN CONVICTED OF A CRIME? YES ( ) NO ( ) IF YES, LIST DATES AND DETAILS:				

## EMPLOYMENT DESIRED

WHAT TYPE OF EMPLOYMENT ARE YOU SEEKING? TEMPORARY ( ) PART TIME ( ) FULL TIME ( )	ARE YOU CURRENTLY EMPLOYED? YES ( ) NO ( ) MAY WE CONTACT YOUR CURRENT EMPLOYER? YES ( ) NO ( )
WILL YOU BE IN SCHOOL OR HAVE A 2ND JOB WHILE EMPLOYED HERE? YES ( ) NO ( ) IF SO, PLEASE LIST DETAILS:	
ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? YES ( ) NO ( )	
POSITION FOR WHICH YOU ARE APPLYING:	SALARY DESIRED
DATE YOU CAN START	
HAVE YOU EVER BEEN EMPLOYED AT HERITAGE SPORTSWEAR BEFORE? YES ( ) IF SO WHEN:	DESIRED SHIFT

## EDUCATION HISTORY

INDICATE THE HIGHEST GRADE COMPLETED												COLLEGE							
1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8
SCHOOL TYPE	NAME AND LOCATION OF SCHOOL											DID YOU GRADUATE?				COURSE OF STUDY			
GRAMMAR SCHOOL																			
HIGH SCHOOL																			
COLLEGE																			
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL																			
LIST SCHOLARSHIPS, HONOR SOCIETIES, AWARDS												LIST SCHOOL ACTIVITIES, SPORTS, CLASS OFFICES							

## GENERAL INFORMATION

PLEASE LIST ANY SKILLS, ABILITIES OR TRAINING WHICH MAY BE AN ASSET TO THIS JOB:

**MILITARY SERVICE RECORD**

BRANCH OF SERVICE	RANK	DISCHARGE DATE	MEMBERSHIP IN GUARD OR RESERVES	DATE OBLIGATION ENDS
-------------------	------	----------------	---------------------------------	----------------------

**EMPLOYMENT HISTORY**

*Please list most recent job first*

COMPANY	DATES OF EMPLOYMENT	PAY RATE	POSITION HELD JOB TITLE	REASON FOR LEAVING
ADDRESS, CITY STATE	START DATE	TO START \$ _____ HR ( ) WK ( ) YR ( )	PART TIME ( ) FULL TIME ( ) RESPONSIBILITIES	
IMMEDIATE SUPERVISOR	ENDING DATE	UPON LEAVING \$ _____ HR ( ) WK ( ) YR ( )		
SUPERVISOR TITLE	MAY WE CONTACT THIS EMPLOYER? YES ( ) NO ( )			
WORK TELEPHONE				

COMPANY	DATES OF EMPLOYMENT	PAY RATE	POSITION HELD JOB TITLE	REASON FOR LEAVING
ADDRESS, CITY STATE	START DATE	TO START \$ _____ HR ( ) WK ( ) YR ( )	PART TIME ( ) FULL TIME ( ) RESPONSIBILITIES	
IMMEDIATE SUPERVISOR	ENDING DATE	UPON LEAVING \$ _____ HR ( ) WK ( ) YR ( )		
SUPERVISOR TITLE	MAY WE CONTACT THIS EMPLOYER? YES ( ) NO ( )			
WORK TELEPHONE				

COMPANY	DATES OF EMPLOYMENT	PAY RATE	POSITION HELD JOB TITLE	REASON FOR LEAVING
ADDRESS, CITY STATE	START DATE	TO START \$ _____ HR ( ) WK ( ) YR ( )	PART TIME ( ) FULL TIME ( ) RESPONSIBILITIES	
IMMEDIATE SUPERVISOR	ENDING DATE	UPON LEAVING \$ _____ HR ( ) WK ( ) YR ( )		
SUPERVISOR TITLE	MAY WE CONTACT THIS EMPLOYER? YES ( ) NO ( )			
WORK TELEPHONE				

PLEASE EXPLAIN AND GIVE DATES FOR ANY PERIODS OF UNEMPLOYMENT:	HOW MANY JOBS HAVE YOU HAD IN THE LAST 10 YEARS THAT AREN'T LISTED ABOVE?
--	---

WHY ARE YOU SEEKING A NEW POSITION?	
WHY DO YOU WANT A JOB AT HERITAGE?	
WHAT WAS YOUR FAVORITE JOB AND WHY?	

**PLEASE READ CAREFULLY**

By submitting this application for employment, I understand that an investigation may be made whereby information is obtained regarding my character, previous employment, general reputation, educational background, credit record, and/or criminal history. I authorize anyone possessing this information to furnish it to Heritage Sportswear upon request and I release anyone so authorized, and Heritage Sportswear from all liability and damages whatsoever in furnishing, obtaining, or using said information.

I understand that before I am hired, Heritage Sportswear may require me to undergo a physical examination and/or a drug or alcohol test. I agree to take such an examination and/or test. I also understand that if I become an employee, Heritage Sportswear may require me to undergo a drug and/or alcohol test at any time during my employment. I agree to take such a test.

In the event of my employment, I understand that false or misleading information given in my application or interview(s) may result in immediate dismissal. I understand, also, that I am required to abide by all rules and regulations of Heritage Sportswear.

I understand and agree that if I am employed, the employment will be "at will". That is, either I or Heritage Sportswear may end the employment relationship at any time, for any reason, or for no reason. I understand that receipt of this application by Heritage Sportswear does not imply employment and that this application and/or any other Heritage Sportswear documents are not contracts of employment.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_