



HYDCO, INC.
208 North Beech Street
North Little Rock, AR 72114

APPLICATION FOR EMPLOYMENT

(Pre-Employment Questionnaire) (An Equal Opportunity Employer)

PERSONAL INFORMATION

Name _____ Social Security Number _____
(Last) (First) (Middle)

Present Address _____
(street) (city) (state) (zip)

Permanent Address _____
(street) (city) (state) (zip)

Telephone Number _____ Cell or Message Number _____

Are you 18 years of age or older? Yes _____ No _____

Special Questions

Do not answer ANY of the questions in this framed area unless the employer has CHECKED or HIGHLIGHTED a question. Thereby indicating that the information is required for a bona fide occupational qualification, or dictated by national security laws or is needed for other legally permissible reasons.

Height _____ feet _____ inches Are you prevented from lawfully becoming employed in the U.S.? Yes _____ No _____

Weight _____ lbs. Date of Birth* _____

What Foreign Languages do you speak fluently? _____ Read _____ Write _____

Have you ever been convicted of a felony or misdemeanor within the last 5 years? ** Yes _____ No _____ If yes, please describe _____

*The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age.

**You will not be denied employment solely because of a conviction record, unless the offense is related to the job for which you have applied

EMPLOYMENT DESIRED

Position _____ Date you can start _____

Salary desired \$ _____ per hour / month / annual (circle choice)

Are you employed now? _____ If so, may we inquire of your present employer? _____

Ever applied to this company before? _____ Where _____ When _____

EDUCATION

	Name of school	Location of school	Did you graduate?	# of years	Subject Studied
Grammar School					
High School					
College					
Trade/ Business					
Other					

GENERAL

Subjects of special study or research work (please list)

U.S. Military or Naval Service

_____ Rank _____ Present Membership in National Guard or Reserves _____

Do you have reliable transportation _____ Yes _____ No _____

FORMER EMPLOYERS (list below last four employers, starting with last one first)

Dates (month/year) Name & Address of Employer Salary Position

From _____	_____	_____ / _____	_____
To _____	_____	_____ / _____	_____
Reason for leaving _____			
From _____	_____	_____ / _____	_____
To _____	_____	_____ / _____	_____
Reason for leaving _____			
From _____	_____	_____ / _____	_____
To _____	_____	_____ / _____	_____
Reason for leaving _____			
From _____	_____	_____ / _____	_____
To _____	_____	_____ / _____	_____
Reason for leaving _____			

REFERENCES (Give the name of three persons not related to you, whom you have known at least one year)

Name	Address	Business	Years known
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

PHYSICAL RECORD

Do you have any physical limitations that preclude you from performing any work for which you are being considered? Yes No If yes, please describe _____
 What can be done to accommodate your limitation? _____

In Case of emergency notify:

Name _____ Address _____ Phone No. _____

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed falsified statements on this application shall be grounds for dismissal.

I understand that if I quit or leave my employment with Hydco, Inc. within 30 days of hire for reasons other than being terminated, the cost of my drug test will be withheld from my final payroll check. The drug test cost is \$35.00

I understand and agree that, if hired, my employment is for no definite period and may, regardless of date of payment of my wages and salary, be terminated at any time without prior notice."

Date _____ Signature _____

DO NOT WRITE BELOW THIS LINE

Interviewed by: _____ Date: _____
 Hired: Yes No Position _____ Dept. _____
 Salary/Wage: _____ Date reporting to work: _____
 Approved: _____
 Employment Mgr. Dept. Head General Manager