



APPLICATION FOR EMPLOYMENT

We are an Equal Opportunity Employer. Applicants for all job openings are welcome and will be considered without regard to race, color, religion, national origin, sex, age, sexual orientation, physical or mental disability, or any other basis protected by state, federal or local law. It is the intent of Bakko companies to comply with all applicable federal, state and local legislation concerning equal opportunity in employment.

To help us learn about your experience, abilities, and interests, please complete this Application for Employment as thoroughly as possible.

PERSONAL INFORMATION

NAME: Please PRINT or TYPE		Home Telephone No.
Email Address	Business/Work N. & Ext.	Cell Phone No.
ADDRESS: Street Number and Name, City, State, Zip Code		Number of years at current address:
PREVIOUS ADDRESS: Street Number and Name, City, State, Zip Code		Number of years at previous address:
Can you, after employment, submit verification of your legal right to work in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Have you ever been convicted of a felony? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please explain: (A conviction will not necessarily disqualify you.)		

EMPLOYMENT DESIRED

Type of POSITION(S) desired:	Date Available	Salary/Wages desired
Are you presently employed? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, may we contact your present employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Have you ever applied with Bakko Bros, Inc/Howard Hay Company, Inc before? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, when?	Have you ever been employed by Bakko Bros., Inc/ Howard Hay Company, Inc before? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, when?	
How were you referred to Bakko Bros., Inc/ Howard Hay Company, Inc Employee Referral <input type="checkbox"/> Walk-In <input type="checkbox"/> Agency <input type="checkbox"/> Website <input type="checkbox"/> Other (please specify below) (Please identify source below) Name of Employee _____		

EDUCATION AND TRAINING

SCHOOL NAME & LOCATION	Years Attended From To		Graduate? (Yes/No)	What Degree	Major Subject/ Total Hours (if applicable)
Elementary					
High School					
College/University					
College/University					
Highest Degree Earned (Circle one number only): 1. High School 2. Associate 3. Bachelor 4. Master 5. Doctorate					Overall College Scholastic GPA:
Additional Education, Vocational and/or Professional Information such as special areas of research or study, seminars, etc. Please attach any written resume or other summary of information that is relevant to the position for which you are applying. If familiarity with a foreign language is listed on the job description, please describe your foreign language skills below.					
Professional memberships, certificates or licenses held. (Exclude those indicating race, color, religion, sex, sexual orientation, national origin, age, physical or mental disability or labor organization affiliations.) Supplement this information by written attachment if applicable. ***Important: Please attach any/all relevant certifications for the position to which you are applying.					
<input type="checkbox"/> Computer Skills, i.e. Word, Excel, etc.			<input type="checkbox"/> Other machines requiring special skills:		

In addition to your work history, are there any other skills, qualifications, or experiences that we should consider?

EMPLOYMENT DATA

PLEASE LIST IN ORDER OF MOST RECENT EMPLOYMENT FIRST						
Company Name		Phone No. ()		Dates of Employment From (Mo/Yr) To (Mo/Yr)		Job Duties:
Address (Include Street, City, State, Zip Code)						
Job Title-Start		Job Title-Final		Base Rate of Pay Start Final		
Supervisor (Name & Title)						
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Company Name		Phone No. ()		Dates of Employment From (Mo/Yr) To (Mo/Yr)		Job Duties:
Address (Include Street, City, State, Zip Code)						
Job Title-Start		Job Title-Final		Base Rate of Pay Start Final		
Supervisor (Name & Title)						
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Company Name		Phone No. ()		Dates of Employment From (Mo/Yr) To (Mo/Yr)		Job Duties:
Address (Include Street, City, State, Zip Code)						
Job Title-Start		Job Title-Final		Base Rate of Pay Start Final		
Supervisor (Name & Title)						
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Company Name		Phone No. ()		Dates of Employment From (Mo/Yr) To (Mo/Yr)		Job Duties;
Address (Include Street, City, State, Zip Code)						
Job Title-Start		Job Title-Final		Base Rate of Pay Start Final		
Supervisor (Name & Title)						
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No						

REFERENCE DATA

2 PROFESSIONAL/WORK AND 1 FAMILY REFERENCE WE MAY CONTACT

Name	Address	Phone Number
Family Member	Address	Phone Number

PRE-EMPLOYMENT CERTIFICATION

I understand that this application is only valid for the position applied for at present and that Bakko Companies are not obligated to retain or consider this application for future openings.

Initial

I authorize investigation of all statements contained in this application. I understand that falsification, misrepresentation or omission of facts called for will result in immediate termination from employment or removal of my application from consideration. I authorize Bakko Companies to secure information about my experience with former employers, education institutions and agencies, and for those parties to provide information concerning my experience releasing all parties from any liability arising there from.

Initial

If employed by Bakko Companies I will abide by all policies and rules. I understand that I will be required to possess a current and valid driver's license if my position requires me to drive in the course of my work.

Initial

If I am employed by Bakko Companies I understand my employment can be terminated, with or without cause and with or without notice, at any time at the option of Bakko Companies or myself. I further expressly agree that, with respect to the at-will employment relationship, this constitutes the full, complete and final expression of the parties' intent concerning the nature of any employment relationship between Bakko Companies and myself.

Initial

My signature below certifies that I have read and understand the foregoing and to the best of my knowledge, the information on this form is true and correct.

My signature below also certifies that I agree to be bound by the terms and conditions stated in this application. This application contains all the understandings and agreements between me and Bakko Companies concerning the nature of my employment, if any, by Bakko Companies and supersedes all prior and/or contemporaneous practices, oral or written agreements, understandings, statements, representations and promises, express or implied, between me and Bakko Companies. I understand and agree that, except as noted above, no person who is either an agent or employee of Bakko Companies may modify, delete, vary or contradict, whether orally or in writing, the terms and conditions set forth herein.

Applicant Signature

Date of Application

