



# Hoffman & McNamara Co.

## Employment Application

Hoffman & McNamara is an Equal Opportunity Employer

### PERSONAL

Last Name	First	Middle	Date
Current Address			Home Phone ( )
City, State, Zip			Cell Phone ( )
E-Mail Address			Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No

### EMPLOYMENT DESIRED

Position applying for	Rate of Pay
Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Hours available	
What date would you be able to start	
How did you learn of opening	
List friends or relatives working for us	

### SKILLS

Drivers License #	Class of License
Equipment Experience	

### REFERENCES

Name	Phone# ( )
Relationship	
Name	Phone# ( )
Relationship	

## EMPLOYMENT HISTORY

Present or most recent employer

1) Employer \_\_\_\_\_

Address \_\_\_\_\_

Phone#: ( ) \_\_\_\_\_ Dates Employed \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Job Description \_\_\_\_\_

2) Employer \_\_\_\_\_

Address \_\_\_\_\_

Phone#: ( ) \_\_\_\_\_ Dates Employed \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Job Description \_\_\_\_\_

This certifies that this application form was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### NOTIFICATON OF DRUG TEST REQUIREMENT

#### HOFFMAN & McNAMARA

IS AN EMPLOYER CONCERNED WITH THE SAFETY OF ITS EMPLOYEES, THE GENERAL PUBLIC AND THE USERS OF THE NATION'S HIGHWAYS.

IF YOU MEET ALL OF THE COMPANY, FEDERAL AND STATE PREEMPLOYMENT REQUIREMENTS, AND A JOB OFFER IS MADE WHERE DUTIES INCLUDE OPERATING COMPANY TRUCKS AND/OR EQUIPMENT, YOU WILL BE REQUIRED TO TAKE A TEST TO DETERMINE THE PRESENCE OF ILLEGAL DRUGS. THE TESTS ARE CAPABLE OF DETECTING TRACE AMOUNTS OF DRUGS FOR UP TO THIRTY DAYS FOLLOWING USE.

A NEGATIVE DRUG TEST REPORT MUST BE RECEIVED IN ORDER TO BE CONSIDERED FOR EMPLOYMENT.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE