

Horsley Specialties, Inc. Application for Employment

We consider applicants for all positions without regard to race, color, creed, religion, national origin, gender, age, disability, marital or veteran status, sexual orientation or any other legally protected status.

Position Applied For:	Date:
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Last Name, First Name, and Middle Name:	
Address, City, State, Zip:	
Telephone # and/or Pager #	Social Security #
In case of an emergency contact: Name & Phone Number	Emergency contact: Relationship to applicant

Drivers License:						
Class 1	Class 2	Class 3	Class A	Class B	Class C	Don't have one
Endorsements:						

When will you be able to obtain a Drivers License, if you don't have one? _____

Are you 18 years or older? NO YES

Have you ever filed an application with us before? When: _____ NO YES

Are you currently employed? NO YES

May we contact your present employer? NO YES

Employer: _____ Phone # _____

What date would you be available to work? _____

Are you available to work: Full Time or Part Time? PART FULL

Are you currently on "lay-off" status and subject to recall? NO YES

Can you travel? NO YES

Have you been convicted of a felony in the last 7 years? NO YES

If yes, please explain: (Conviction will not necessarily disqualify an application from employment.)

Education

	School Name	Studies	Years Comp	Received
High School				Diploma Degree
Address				
College				Diploma Degree
Address				
Other				Diploma Degree
Address				

Foreign Languages

	Language: _____			Language: _____		
	Fluent	Good	Fair	Fluent	Good	Fair
Speak						
Read						
Write						

Describe any specialized training, apprenticeship, and skills you think would be beneficial:

Describe any job-related training received in the US Military:

Equipment Operated

Please circle your skill level: 1-Never Used 2-Little Skill 3-Some Skill 4-Well Skilled						
Electric Drill	1	2	3	4	Hammer	1 2 3 4
Tile Stripper	1	2	3	4	Sawzall	1 2 3 4
Chop Saw	1	2	3	4	Buffer	1 2 3 4
Jackhammer	1	2	3	4	Skill Saw	1 2 3 4
Manometer	1	2	3	4	Neg Air.	1 2 3 4
Manual Transmission 1 2 3 4						
Pulled Trailer w/Truck 1 2 3 4						
Pickup 1 2 3 4						
Hydrolic Jack 1 2 3 4						
Others Used:						

Carpentry/Construction Skills

Please circle your skill level: 1-Never Used 2-Little Skill 3-Some Skill 4-Well Skilled

Carpentry Skills	Construction Skills
1 2 3 4	1 2 3 4

Please list any carpentry skills that you think would help our crew in the field:

Asbestos/Lead Experience

Currently Licensed in what states:

Other Special Certifications such as Haz Mat?

Employment Experience

Start with your present employer or last employment.

Employer		Dates Employed		Work Performed:
Address:		To:	From:	
Tele #		Hourly Rate/Salary		
Job Title	Supervisor:	Starting:	Final:	
Reason for Leaving:				

Employer		Dates Employed		Work Performed:
Address:		To:	From:	
Tele #		Hourly Rate/Salary		
Job Title	Supervisor:	Starting:	Final:	
Reason for Leaving:				

Employer		Dates Employed		Work Performed:
Address:		To:	From:	
Tele #		Hourly Rate/Salary		
Job Title	Supervisor:	Starting:	Final:	
Reason for Leaving:				

Employer		Dates Employed		Work Performed:
Address:		To:	From:	
Tele #		Hourly Rate/Salary		
Job Title	Supervisor:	Starting:	Final:	
Reason for Leaving:				

References

Name: _____

Phone: _____

Address: _____

Relationship: _____

Name: _____

Phone: _____

Address: _____

Relationship: _____

Name: _____

Phone: _____

Address: _____

Relationship: _____

Signature of Applicant: _____ Date: _____

3 Ways to Submit Employment Application:

Mail to: Horsley Specialties, Inc. FAX to: (605) 342-9546 Email to: info@horsleyspecialties.com
PO Box 1277
Rapid City, SD 57709-1277

HORSLEY SPECIALTIES, INC. INVITATION TO SELF-IDENTIFY

Horsley Specialties, Inc. is committed to providing equal opportunity in employment for all people without regard to race, color, religion, pregnancy, sex, national origin, age, disability, or other protected characteristic and to prohibiting discrimination in employment based on race, color, religion, pregnancy, sex, national origin, age, disability, or other protected characteristic. By hiring, compensating, training, promoting, and in all ways providing equal treatment to employees, the effectiveness of our operations can be maintained while enhancing the economic progress and growth of our employees. This company will assure that managers, supervisors, and all other employees at this establishment comply with both the letter and spirit of federal, state, and local legislation, government regulations, and executive orders in providing affirmative action and equal employment opportunity without regard to race, color, religion, national origin, age, disability, or history of disability (except where physical or mental abilities are a bona fide occupational requirement, and the individual is not able to perform the essential functions of the position even with reasonable accommodations), pregnancy, sex (unless gender is a bona fide occupational qualification), or any other protected characteristic.

Special Disabled Veteran means (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans' Affairs for a disability (A) rated

YES

at 30 percent or more, or (B) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 38 U.S.C. 3106 to have a serious employment handicap or (ii) a person who was discharged or released from active duty because of a service-connected disability.

Veteran of the Vietnam-era means a person who: (i) served on active duty in the U.S. military, ground, naval or air service for a period of more than 180 days, and who was discharged or released there from with other than a dishonorable discharge, if any part of such active duty was performed: (A) in the Republic of Vietnam between February 28, 1961 and May 7, 1975; or (B) between August 5, 1964 and May 7, 1975, in all other cases; or (ii) was discharged or released from active duty in the U.S. military, ground, naval or air service for a service-connected disability if any part of such active duty was performed (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in any other location.

YES

Newly Separated Veterans means any veteran who served on active duty in the U.S. military, ground, naval or air service during the one-year period beginning on the date of such veteran's discharge or release from active duty.

YES

Other Protected Veterans means veterans who served on active duty in the U.S. military, ground naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.

YES

RACE:

- | | | |
|--|---|--------------------------------------|
| African American... <input type="checkbox"/> | American Indian..... <input type="checkbox"/> | Asian..... <input type="checkbox"/> |
| Caucasian..... <input type="checkbox"/> | Hispanic <input type="checkbox"/> | Other _____ <input type="checkbox"/> |