



785-392-1040
FAX 785.392.9298

APPLICATION FOR EMPLOYMENT

BOX 232 • MINNEAPOLIS, KS • 67467 • e-mail: hr@huyett.com

INSTRUCTIONS

- Please fill in all fields
- Save to your computer
- Send an email to hr@huyett.com with the filled out application as an attachment
- If you have any problems filling out the application, please update to the latest version of Acrobat Reader before contacting GL Huyett. <http://get.adobe.com/reader/>



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PERSONAL INFORMATION

Name _____ Telephone Number _____
 Address _____ City _____ State _____ Zip _____
 Mobile/Beeper/Other Phone# _____ Social Security Number _____ - _____ - _____

GENERAL INFORMATION

Position(s) applied for _____ Date of Application ____/____/____
 Type of employment desired _____ Full-Time _____ Part-Time _____ Temporary _____ Seasonal
 Desired salary _____ Would you work overtime if required? Yes No
 How did you hear about the position you are applying for? Family Friend NPR Kansas Works
 GLH Employee: _____ KSAL Radio Link Other: _____
 Have you applied here before? Yes No If yes, date(s) you applied ____/____/____
 Have you ever been employed here before? Yes No Date available for work ____/____/____
 While employed, were there any other names you went by? Yes No Name: _____
 Are you currently employed? Yes No May we contact your current employer? Yes No
 If yes, please provide name and phone # of current employer _____
 Are you able to meet the attendance requirements for the position? Yes No
 Can you perform the essential functions of the job for which you are applying? Yes No
 Are you prevented from lawfully becoming employed in this country because of visa or immigration status?
 Yes No
 Have you been convicted of a crime in the last seven years? Yes No
 (Please note that a "yes" answer will not bar you from consideration for employment.)
 If yes, please explain _____
 Do you have a valid driver's license? Yes No
 State License Number _____ Expiration Date _____
 Are you related to anyone currently employed with this company? Yes No
 If yes, please provide name of and relationship to all individuals _____

EDUCATIONAL BACKGROUND/TRAINING

	ELEMENTARY	HIGH	COLLEGE	GRADUATE	OTHER
SCHOOL NAME					
YEARS COMPLETED	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4	
COURSE OF STUDY					
GRADE POINT AVERAGE (GPA)					
COMMENTS					

EMPLOYMENT HISTORY

Provide the following information for your past four (4) consecutive employers, starting with the most recent. Please do not omit any job.

From ____/____/____ To ____/____/____ Employer _____

Employer's Address _____ City _____ State _____ Zip _____

Employer's Telephone # _____ Job Title _____

Nature of Work Performed _____

Responsibilities _____

Immediate Supervisor and Title _____

Hourly Rate/Salary Start \$ _____ Per _____ Final \$ _____ Per _____

Reason for leaving employer: _____

If we contact this employer, would you expect them to say they would rehire you for the position you last held there? Yes No If no, please explain _____

From ____/____/____ To ____/____/____ Employer _____

Employer's Address _____ City _____ State _____ Zip _____

Employer's Telephone # _____ Job Title _____

Nature of Work Performed _____

Responsibilities _____

Immediate Supervisor and Title _____

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Employer's Address _____ City _____ State _____ Zip _____

Employer's Telephone # _____ Job Title _____

Nature of Work Performed _____

Responsibilities _____

Immediate Supervisor and Title _____

Hourly Rate/Salary Start \$ _____ Per _____ Final \$ _____ Per _____

Reason for leaving employer: _____

If we contact this employer, would you expect them to say they would rehire you for the position you last held there? Yes No If no, please explain _____

Have you omitted any of your last four consecutive jobs? Yes No

SPECIAL SKILLS, QUALIFICATIONS AND CONSIDERATIONS:

Summarize special skills and qualifications, volunteer activities, military experience, employment or other activities related to the job you are seeking: _____

PERSONAL REFERENCES

Please list three (3) non-relatives who are familiar with your qualifications and actual work history and abilities.

NAME	OCCUPATION/RELATIONSHIP	YEARS KNOWN	TELEPHONE #

ADDITIONAL COMMENTS

Please state any additional comments which you feel should be considered in the pre-employment process.

Notice to Applicant: G.L. Huyett is an equal employment opportunity employer. All applicants will be considered without regard to age, color, national origin, religion, disability, sex or other protected status in accordance with applicable federal and state equal employment opportunity laws. This company will strive to accommodate any physical or mental limitations of employees or applicants in order to accomplish the essential functions of a job. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Personnel Department.

APPLICATION AGREEMENT

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THESE STATEMENTS, PLEASE ASK THEM BEFORE SIGNING.

- * I certify that all answers and statements I have made on this application (and resume or other supplementary materials) are true and complete without omissions. I understand that any false information will be grounds for refusal to hire or for immediate discharge if I am employed, regardless of when such falsification may be discovered. I authorize any of the persons and organizations named in this application to give you complete information and records regarding my employment, education, character, and qualifications. Yes No
- * Is a resume attached? Yes No
- * If yes, do you understand that such resume is hereby made a part of this agreement? Yes No
- * If hired I will be responsible for familiarizing myself with all rules and regulations of the Company as they presently exist or are later modified. I further agree to conform to the rules and regulations of G.L. Huyett. If hired I recognize that my employment can be terminated, at the discretion of the Company or at my option, with or without cause, at any time. I further acknowledge and agree that certain benefits offered by the Company may be altered, modified, terminated, or deleted at any time, and that the existence of a given benefit is no assurance that such benefit will exist in the future. Yes No
- * I also understand that no representative of the Company has any authority to enter into any employment agreement for any specified period of time, or to assure me of any future position, benefits, or terms and conditions of employment, except as specifically stated in a current written agreement signed by a Company Officer. I further acknowledge and agree that no agreement exists. Yes No
- * I understand this application is not an offer of employment and no promises or representations of employment have been made to me at this time. Yes No
- * The Fair Credit Reporting Act (Public law 91-508) requires that we notify you that a routine inquiry may be made which will provide applicable information concerning character, general reputation, personal characteristics and mode of living. Upon written request within a reasonable period of time, additional information as to the nature and scope of the report, if one is made, will be provided. Do you understand and agree that we may inquire into your credit report as part of our pre-employment procedure? Yes No
- * We reserve the right to request a pre-employment physical examination if such a request is strictly job related and to investigate or verify any and all of the information provided in this application for employment. Do you understand and agree that as part of the pre-employment process we may ask you to obtain a physical examination, and that you may be submitted to a drug and alcohol screening test? Yes No
- * We reserve the right to conduct a motor-vehicle report as part of the pre-employment process. Do you understand and agree to this? Yes No
- * We reserve the right to conduct a background investigation as part of the pre-employment process. Do you understand and agree to this? Yes No

ACKNOWLEDGMENT

I hereby certify that information contained in this application form and in any attachments (hereafter made a part of this application) are true, complete and correct to the best of my knowledge and agree to have any of the statements checked by G.L. Huyett unless I have indicated to the contrary. I authorize the references listed above to provide the Company any and all information concerning my previous employment and any pertinent information that they may have. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to the Company as well as from the use or disclosure of such information by the Company or any of its agents, employees, or representatives. I understand that any misrepresentation, falsification, or material omission of information on this application may result in my failure to receive an offer or, if I am hired, in my dismissal from employment, regardless of when such falsification or omission is discovered.

1. LEGAL DOCUMENT. This is a legal document. If you do not understand any aspect of the document, please seek competent legal advice prior to execution.
2. GOVERNING LAW. This Agreement is governed by and will be construed in accordance with the laws of the State of Kansas.
3. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the parties hereto and supersedes all prior and contemporaneous agreements, representations, and understandings of the parties regarding the subject matter of this Agreement. No supplement, modification, or amendment of the Agreement shall be binding unless executed in writing by the parties hereto.
4. SEVERABILITY. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions of this Agreement shall remain unimpaired, valid, and in full force and effect.
5. WAIVER. No waiver of any breach of any provision hereof shall operate as a waiver of any other breach of the same or any provision hereof.
6. BINDING. This Agreement shall be binding upon and inure to the benefit of the parties hereto, their legal representatives, successors, and assigns.

I HAVE READ, UNDERSTAND, AND AGREE WITH THE ABOVE.

Signature of Applicant

Date

This application is valid for only ninety (90) days from the date you signed. If you want to be considered for job openings more than ninety (90) days from date signed, please submit a new application.