



Hartco, Inc.
 1280 Glendale-Milford Rd
 Cincinnati, OH 45215
 (513)771-4430
 fax: (513)771-3327

APPLICATION FOR EMPLOYMENT

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or disability. All qualified applicants will be given equal opportunity and selection decisions are based on job and value related factors.

PERSONAL DATA

Name Social Security No.
last First Middle

Address Telephone #
Street City State Zip Additional #

E-Mail Address

Are you 18 years of age or older? Yes No
 Are you legally eligible for employment in the U.S.? Yes No
 If hired, can you furnish proof of eligibility to work in the U.S.? Yes No

POSITION APPLIED FOR

Position Applied for: Desired rate of pay \$

Are you seeking: Full-time Part-time Shift Preference: 1st 2nd 3rd Any
 How did you hear about Hartco? Employee Friend Sign Website Emp. Agency
 Date available for work:

List any experiences, skills or qualifications which you feel relate to the position for which you are applying?

EDUCATION

	Name	Location	Years Completed	Major / Degree
High School				
College				
Other school, training or skills				

MILITARY

Were you in the U.S. Armed Forces? Yes No If yes, what branch?

Dates of Duty: From(mo/day/year) To(mo/day/year) Rank at discharge:

List relevant duties in the service including special training:

EMPLOYMENT HISTORY

dates	Employer Name Address & Phone	Name of Supervisor	Major Duties	Wages	Reason for Leaving
From:				Starting \$	
To:				Ending \$	
From:				Starting \$	
To:				Ending \$	
From:				Starting \$	
To:				Ending \$	

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation*?: Yes No

If no, describe the functions that cannot be performed:

*Company complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants / employees to perform essential functions. It is possible that a hire may be tested on skill / agility and may be subject to a medical examination conducted by a medical professional.

Have you lost any time from work or school in the last year: Yes No

If yes, describe:

Have you ever been convicted of a criminal offense** (felony or misdemeanor)? Yes No

If yes, describe the crime - nature of the crime(s), when and where convicted and disposition of the case.

** No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date, nature, significant details, surrounding circumstances and the relevance of the offense to the position(s) applied for, may, however, be considered.

Do you have any friends, relatives, or acquaintances working for Hartco? Yes No

If yes, state name(s) and relationship:

If hired, would you have transportation to and from work? Yes No

REFERENCES

List three professional references (Do NOT use family members or friends)	
Full Name:	Relationship:
Company:	Phone #:
Address:	
Full Name:	Relationship:
Company:	Phone #:
Address:	
Full Name:	Relationship:
Company:	Phone #:
Address:	

EMPLOYMENT AT WILL

Employment Policy and Procedure

Policy Statement: Employment relationships of all employees are terminable at any time at the discretion of Hartco, Inc. or any individual employee.

Guidelines

1. Any employee whose employment is not governed by the terms of a written contract is considered to be an "at will" employee. Employment may be terminated at any time at the discretion of either the Company or the employee. Job descriptions do not constitute a written contract.
2. Supervisors and all other Company representatives involved in the hiring process will refrain from making any statement or providing any assurance of job security or continued employment to prospective or newly hired employees. Similarly, in their dealings with employees, supervisors must not make any promises or assurances of continued employment in the event of satisfactory performance.
3. No manager or supervisor in the organization, other than the president of the Company, is authorized to enter into an employment contract (written or oral) with any employee.

Certification and Assent:

I hereby give Hartco, Inc. the right to make a thorough investigation of my past employment, education, and activities and I release from all liability all persons, companies, and corporations supplying such information. I indemnify Hartco, Inc. against any liability which might result from making such investigation. I understand that any false answer or statements or implications made by me in this application or other required documents shall be considered sufficient cause for denial of employment or discharge.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between Hartco, Inc. and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon Hartco, Inc. unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time in accordance with the policy handbook and that Hartco, Inc. retains a similar right.

In accepting employment, I agree to abide by the rules governing employees of Hartco, Inc. I certify that all my answers to questions contained herein are true. I consent to physical examination before employment, and to such further examinations as may be required. I further agree that Hartco, Inc. may furnish like information to those whom I may hereafter seek employment, and hereby agree to save said company free and harmless from any and all liability thereof.

Applicant's Signature

Date

Applications will be kept on file for one year.