



HIGHWAY SUPPLY, LLC
 6221 Chappel Rd NE
 Albuquerque, NM 87109
 505-345-8295, fax 505-345-0546

**Application for
 Employment**

An Affirmative Action/Equal Opportunity Employer

Instructions: PLEASE PRINT OR TYPE. If you are submitting a resume, please complete personal information and positions applied for sections and sign back page. Applications and resumes remain on file for 1 year.

Personal Information

Name - Last		First		Middle	
Permanent Address - Street		City	State	Zip	Telephone Daytime and Evening (Area Code & No.) (d) (e)
Are you legally eligible to work in the U.S.? (Verification required upon hire)		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Were you previously employed by HSC? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of a crime other than a minor traffic violation? (if yes) Explain: _____ (Conviction is not absolute bar from employment)		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you have any relatives employed by HSC? (If yes) Who? _____	

Position(s) Applied for: (specific position applied for must be stated or application will not be considered)

1)	2)	Date available to start:
How Did you hear about this job?		
<input type="checkbox"/> Newspaper Ad	<input type="checkbox"/> Referred by employee	<input type="checkbox"/> Agency _____
<input type="checkbox"/> walk-in	<input type="checkbox"/> Internet (if so which site?) _____	<input type="checkbox"/> Other _____

General Education

Type	School Name, City and State	Number of Years Completed	Degrees Earned or Expected	Major/Course of Study
HIGH SCHOOL				
COLLEGE OR UNIVERSITY				
TRADE OR BUSINESS				
OTHER				

Professional Registration, Certification or Licenses

Current License	State	Number	Year Licensed	Expiration Date

Work Experience

1. Present or Most Recent Employer

Company Name		Address and Phone Number (Street, City, State, Zip)	
Starting Date	Starting Salary	Starting Position	Supervisor and Title
Termination Date	Last Salary	Last Position	Supervisor and Title
Reason for Leaving			
Description of Duties _____			

2. Previous Employer

Company Name		Address and Phone Number (Street, City, State, Zip)	
Starting Date	Starting Salary	Starting Position	Supervisor and Title
Termination Date	Last Salary	Last Position	Supervisor and Title
Reason for Leaving			
Description of Duties _____			

3. Previous Employer

Company Name		Address and Phone Number (Street, City, State, Zip)	
Starting Date	Starting Salary	Starting Position	Supervisor and Title
Termination Date	Last Salary	Last Position	Supervisor and Title
Reason for Leaving			
Description of Duties _____			

4. Previous Employer

Company Name		Address and Phone Number (Street, City, State, Zip)	
Starting Date	Starting Salary	Starting Position	Supervisor and Title
Termination Date	Last Salary	Last Position	Supervisor and Title
Reason for Leaving			
Description of Duties _____			

READ CAREFULLY BEFORE SIGNING

I certify that the answers given and statements made by me on this application or resume submitted are true and accurate, to the best of my knowledge and belief. I understand that any misleading or false statements, and any omissions or alterations to the working of this application made by me, may render this application void and if I am employed, this would lead to termination. I understand that Highway Supply, Inc. is committed to providing a drug free work environment for its employees; I consent to a drug test as a condition of employment or continued employment. I understand that I may not work in a position if it is determined that I pose a "direct threat" to the health or safety of myself or others.

I further understand that if I am employed, no oral representations and/or promises will supercede written policies. This Application for Employment does not constitute a contract for employment; my employment may be terminated at any time by either myself or Highway Supply, Inc. with or without cause or reason, and with or without notice.

CONSENT FOR RELEASE OF INFORMATION

In connection with this application or resume for employment, I authorize you to obtain information about my employment from my current and any former employers and I consent that they furnish you with any information about my employment, including impressions and opinions about my work and reasons for my termination. If I am employed by you and thereafter seek employment elsewhere, I consent to your furnishing prospective employers with information about my employment, including opinions and impressions about my work and reasons for my termination.

I hereby release and discharge you and my current and any former employers from all claims or actions for loss, liability, damage, or expense which I now have, or which may hereafter arise from the making of inquiries about me, or furnishing of any information about me in connection with my application for employment. A photocopy of this authorization shall be considered as valid as the original.

Signature: _____ Date: _____