

**HAMMER INCORPORATED  
APPLICATION FOR EMPLOYMENT**

Non-Discrimination Policy

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

**Employment Policy - At-Will Employment**

**By accepting employment with this company, I recognize that I have no expressed or implied contractual rights to employment with the company. Additionally, I understand that just as I have the right to terminate my employment at any time, for any reason, the company also has the right to terminate my employment at any time, for any reason.**

**The information furnished on this application is accurate and complete and I understand that falsification or omission of any pre-employment information may subject me to discharge. I understand that an investigative report may be made whereby information is obtained through various third party sources; and upon my formal written request, within a reasonable period of time, I will be notified as to the scope and nature of such an investigation.**

**Information on this form is solely for the use of Hammer Inc. It will be to the applicant's advantage to answer each question fully and accurately. The use of this form does not indicate that there are any positions open and does not obligate the company. This application will be considered for 60 days.**

**Any offer of employment is unconditionally contingent upon a satisfactory Criminal Background Check, Drug Test, Reference Check, Insurance Driving Record Approval, (subject to the requirements of the Americans With Disabilities Act of 1990).**

**Applicant's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Soc.Security # \_\_\_\_\_ Driver's License # \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

Birth Date (needed for Background Check) \_\_\_\_\_

Position Desired \_\_\_\_\_ Date You Can Start \_\_\_\_\_

Employment desired \_\_\_ Full Time \_\_\_ Part Time \_\_\_ Temp \_\_\_\_\_ Expected Salary \_\_\_\_\_

How did you learn of this position? \_\_\_ Newspaper \_\_\_ Internet (list site \_\_\_\_\_) \_\_\_ Other (\_\_\_\_\_)

**Education** (include city and year of degree, if applicable)

High School \_\_\_\_\_ Did You Graduate? \_\_\_\_\_ Grade Average \_\_\_\_\_

College \_\_\_\_\_ Did You Graduate? \_\_\_\_\_ Grade Average \_\_\_\_\_

**Military Service** \_\_\_ yes \_\_\_ no Have you received any notice to report for duty? \_\_\_\_\_

Do you have any military reservist obligations? \_\_\_\_\_

**Hammer Incorporated - Application for Employment - continued**

Describe any skills you acquired: \_\_\_\_\_

**Employment History**

Are you currently employed?            full-time? \_\_\_\_\_ part-time? \_\_\_\_\_ temporary? \_\_\_\_\_

If yes, may we contact your current employer?    Yes \_\_\_\_\_ No \_\_\_\_\_

**Please list your last four (4) jobs, with your most recent job first.**

1) \_\_\_\_\_  
Company Name and Address \_\_\_\_\_ Telephone # \_\_\_\_\_

\_\_\_\_\_  
Name Of Supervisor \_\_\_\_\_ Dates Employed: From - To \_\_\_\_\_ Salary \_\_\_\_\_

\_\_\_\_\_  
Position Held \_\_\_\_\_ Reason For Leaving \_\_\_\_\_

May we contact this employer? \_\_\_\_\_

2) \_\_\_\_\_  
Company Name and Address \_\_\_\_\_ Telephone # \_\_\_\_\_

\_\_\_\_\_  
Name Of Supervisor \_\_\_\_\_ Dates Employed: From - To \_\_\_\_\_ Salary \_\_\_\_\_

\_\_\_\_\_  
Position Held \_\_\_\_\_ Reason For Leaving \_\_\_\_\_

May we contact this employer? \_\_\_\_\_

3) \_\_\_\_\_  
Company Name and Address \_\_\_\_\_ Telephone # \_\_\_\_\_

\_\_\_\_\_  
Name Of Supervisor \_\_\_\_\_ Dates Employed: From - To \_\_\_\_\_ Salary \_\_\_\_\_

\_\_\_\_\_  
Position Held \_\_\_\_\_ Reason For Leaving \_\_\_\_\_

May we contact this employer? \_\_\_\_\_

4) \_\_\_\_\_  
Company Name and Address \_\_\_\_\_ Telephone # \_\_\_\_\_

\_\_\_\_\_  
Name Of Supervisor \_\_\_\_\_ Dates Employed: From - To \_\_\_\_\_ Salary \_\_\_\_\_

\_\_\_\_\_  
Position Held \_\_\_\_\_ Reason For Leaving: \_\_\_\_\_

**Please explain any gaps between employment dates listed above.**

**Personal References**

Give name, address, telephone number and relationship of three references that are **not** related to you and are **not** previous employers.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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**NON-COMPETITION AGREEMENT: Most employees are required to sign an agreement to not compete with Hammer Inc. for 1 year after termination of employment at Hammer for any reason.**

**Will you sign such an agreement?    yes    no**

**Have you signed a non-compete agreement with a previous employer?    yes    no**

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**Additional Questions:**

1. Have you ever applied for work at this company before? \_\_\_\_\_
2. Have you ever worked for this company before? \_\_\_\_\_
3. Do you have any relatives or friends who work for this company? \_\_\_\_\_  
If yes, who? \_\_\_\_\_
4. Do you, your spouse, or immediate family member work for another competing Home Medical Equipment Company? \_\_\_\_\_
5. Are you able to do this job with or without accommodation? \_\_\_\_\_
6. In the past seven (7) years have you ever been fired or asked to resign from a position? \_\_\_\_\_  
If yes, please explain: \_\_\_\_\_
7. Overtime may be required. Can you work overtime if requested? \_\_\_\_\_
8. Have you ever stolen from an employer? \_\_\_\_\_  
If yes, please explain: \_\_\_\_\_
9. Have you ever been convicted of or pled guilty to a felony or misdemeanor? \_\_\_\_\_ (A conviction will not necessarily disqualify you from employment.)  
If yes, please explain: \_\_\_\_\_
10. Do you qualify for any federal or state credit/incentive employment programs? \_\_\_\_\_
11. Do you have any experience or education, which will help you in performing this position? \_\_\_\_\_
12. Tell us anything further that would help us in making a decision.

**I certify that the information contained in this application is complete and correct to the best of my knowledge and I understand that the omission or falsification of any information in this application is grounds for refusal to hire or, if I have been hired, grounds for termination. I authorize the references listed in this application, including personal and employment references, to provide you with all information pertinent to this application and I release all parties from liability for damage that may result from the release of any information as part of the employment verification process. I further acknowledge that I understand that the company has a policy of employment at-will and if I am hired by the company, my employment may be terminated, either by myself or by the company, at any time, with or without notice, with or without cause. I have read and understand the above statement.**

**I understand and agree that Hammer Incorporated (“Hammer”) may obtain a consumer report regarding me for employment purposes. I understand and agree that Hammer may both receive and review a consumer credit report and may receive and review a criminal background report. I understand and agree that Hammer will collect other information, included but not limited to, the internet and various web pages.**

**The parties agree that Hammer has complied with 15 U.S.C. § 1681b(2) by disclosing that it may obtain a consumer report or criminal background check. Hammer also will comply with 15 U.S.C. § 1681b(3) by providing proper disclosures should it decide not to employ me based on information received through such a report.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**