

# ***Hampton Enterprises, Inc.***

## **Application for Employment**

How to contact us:  
Human Resources  
Hampton Enterprises, Inc.  
3400 Plantation Drive, Ste. 110  
Lincoln, NE 68516  
(402) 489-8858

**If you require an accommodation for a disability so that you may complete this Application or participate in any phase of the selection process, you are encouraged to contact our Human Resources Department.**

**INSTRUCTIONS:**

1. Print legibly in INK only 2. A resume is optional and will not substitute for the completed application.

Answer all questions. If you need additional space, please attach a supplemental sheet.

3. Carefully read acknowledgment and release on back, then sign and date where indicated.

Date \_\_\_\_\_

<b>PERSONAL DATA</b>	Name _____ Last First Middle	Contact Phone #: _____ Please select: cell home work
	Present Address _____ Street Address	City State Zip Code
	Previous Address _____ Street Address	City State Zip Code
	E-Mail Address _____	Are you 18 years or older? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>WORK PREFERENCE</b>	Title / Type of position applying for _____ How did you hear of us? _____ <i>Walk-in, Advertisement, Referral (Name)</i>	
	Interested in <input type="checkbox"/> Full time <input type="checkbox"/> Part time Wage / Salary Desired _____	
	Use this space to describe why you feel qualified for the position for which you are applying _____ _____	
	If applying for a specific position, do you have the ability to perform all of the position's essential functions listed in the position description, with or without reasonable accommodation? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, explain: _____	
Date available for work _____		
<b>HAMPTON INFORMATION</b>	Have you been employed by Hampton Enterprises, Inc.? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, when _____	
	Have you ever previously applied to Hampton Enterprises, Inc.? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, when _____	
	Do you have relatives employed by Hampton Enterprises, Inc.? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, name _____	
<b>OTHER</b>	Should you be employed by Hampton Enterprises, Inc., would you engage in any other employment or business? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	If yes, where and in what capacity? _____	
	If hired, can you provide proof that you are legally authorized to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Have you ever been convicted, plead guilty or plead "no contest" to any crime, other than minor traffic violations? <i>(Note: A conviction will not necessarily disqualify an applicant from employment.)</i> Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please explain _____	
Have you ever been discharged or asked to resign by a previous employer? (Note: A prior termination or involuntary resignation will not necessarily disqualify an applicant from employment.) Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please explain _____		
<b>SPECIAL SKILLS</b>	If relevant, please describe your computer skills, software knowledge, and office equipment experience: _____ _____ _____	
	If relevant, please describe experience using machines and equipment: _____ _____ _____	

List your complete employment record including temporary, regular and part-time in date order with **most recent first**. List military service, if applicable, as part of employment record.

**MOST RECENT EMPLOYER**—Are you currently working for this employer? Yes  No  If yes, may we contact? Yes  No

Company Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_  
Street Address City State Zip Code

Starting Position Title \_\_\_\_\_ Ending Position Title \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Title \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_ Beginning Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_  
Month Year Month Year  Full time  
 Part time

Brief Position Description: \_\_\_\_\_

If you were employed under a different name, give that name in full \_\_\_\_\_ Reason for leaving \_\_\_\_\_

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Company Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_  
Street Address City State Zip Code

Starting Position Title \_\_\_\_\_ Ending Position Title \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Title \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_ Beginning Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_  
Month Year Month Year  Full time  
 Part time

Brief Position Description: \_\_\_\_\_

If you were employed under a different name, give that name in full \_\_\_\_\_ Reason for leaving \_\_\_\_\_

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Company Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_  
Street Address City State Zip Code

Starting Position Title \_\_\_\_\_ Ending Position Title \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Title \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_ Beginning Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_  
Month Year Month Year  Full time  
 Part time

Brief Position Description: \_\_\_\_\_

If you were employed under a different name, give that name in full \_\_\_\_\_ Reason for leaving \_\_\_\_\_

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Address \_\_\_\_\_  
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Starting Position Title \_\_\_\_\_ Ending Position Title \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Title \_\_\_\_\_  
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Month Year Month Year  Full time  
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Brief Position Description: \_\_\_\_\_

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EMPLOYMENT AND BUSINESS EXPERIENCE

<b>EDUCATION</b>	School Name/Address	Years Attended	Graduation Date	Diploma/Degree	Major Subject	Grade Point Average
	High School:					
	Address:					
	Business/Trade School:					
	Address:					
	College/University:					
	Address:					
	College/University:					
	Address:					
<b>PERSONAL REFERENCES</b>	Name	Telephone / Email	Relationship / Profession	Length of acquaintance		
	1. _____ / _____ / _____					
	2. _____ / _____ / _____					
	3. _____ / _____ / _____					
	4. _____ / _____ / _____					

*Hampton Enterprises, Inc. does not discriminate in hiring or employment on the basis of race, color, religion, national origin, sex, age, marital status, ancestry or other legally protected status required by law.*

## **ACKNOWLEDGMENT OF UNDERSTANDING AND CONSENT**

***PLEASE READ BEFORE SIGNING!***  
 If you have any questions regarding this statement, please ask the Human Resource Department before signing.

I understand that this application is not an obligation to provide employment, and that nothing herein shall alter the at-will status of employment at Hampton Enterprises, Inc. Further, I understand that the application will be kept active for sixty (60) days and I must file a new application after that time.

I authorize Hampton Enterprises, Inc. to investigate my personal and professional history, criminal record and credit history. I agree to sign any additional disclosure and release forms as necessary to permit such an investigation. Further, I understand and agree that all employers, schools and/or references may furnish Hampton Enterprises, Inc. with any and all information regarding my service, education, character, background, history and any other information relevant to this Application, and I hereby hold any and all reference sources harmless and free from any liability for releasing and providing such information.

**If I am hired, I agree to conform to all rules, regulations, policies and procedures of Hampton Enterprises, Inc., as amended from time to time, and understand and agree that all employment at Hampton Enterprises, Inc. is "at-will" and that my employment and compensation may be terminated at any time, with or without cause, and with or without notice, at the option of either myself or Hampton Enterprises, Inc. I further understand and agree that no manager or representative of Hampton Enterprises, Inc. can enter into any oral agreements relating to employment, and that only the applicable Division President has the authority to enter into any written agreement for employment for a specified period of time, or to make any written agreement contrary to the foregoing.**

I hereby certify that all of the statements made in this Application are true and complete, to the best of my knowledge, and I understand that falsification, misrepresentation or omission of any fact in this application or any other representation I make to Hampton Enterprises, Inc. will be sufficient cause for elimination of consideration for employment or cause for dismissal from Hampton Enterprises, Inc. if I am hired.

I agree that I have read and understand all of the acknowledgments and agreements contained in this Application and recognize that these acknowledgements and agreements are conditions of the consideration of my Application for employment and employment if I am hired.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date