

Application for Employment



This application is valid for a period of 60 days. Any applicant wanting further consideration must reapply.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

This application is being submitted to HCI Holdings, Inc. which represents: HunTel Communications, Inc., HunTel Security, and HunTel Engineering. Any reference to HCI Holdings, Inc. or HunTel in this application shall apply to any of the above mentioned companies.

Position(s) Applied For (Be Specific) _____ Date of Application _____

Referral Source: Newspaper Employee
 Job web site Relative
 Walk-In Other (List Source) _____

Name: _____
Last First Middle

Address: _____
Street City State Zip

Home Telephone #: _____ Cell Phone Number: _____

Email Address: _____ Social Security Number: _____

Best time to call you: _____ Date available for work: _____

May we contact you at work? Yes No If yes, list work number: _____

Have you applied here before? Yes No

Have you ever been employed by HunTel or any of the companies listed above? Yes No

If yes, indicate company: _____ and dates worked: _____

Do you have any relatives working for HCI Holdings, Inc. or one of the companies listed above? Yes No

If yes, list their name and company for which they work: _____

Type of employment desired: Full Time Part Time Temporary
 College Intern Coop Student

Will you relocate if job requires it? Yes No

Will you travel if job requires it? Yes No

Are you able to meet the attendance requirements of the position? Yes No

Will you work overtime if required? Yes No

Have you been convicted of a felony in the last seven (7) years? Yes No

If yes, please explain: _____

Such conviction may be relevant if job related, but does not bar you from employment.

Proof of Citizenship

If hired, could you provide proof of citizenship or work authorization?

Yes

No

NOTE: The law requires that you provide evidence and a sworn statement of your citizenship or work authorization if you are hired. Any offer of employment which you receive is contingent upon your providing the documentation and statement which we will request from you.

Employment History

List your last four (4) employers or assignments, starting with the most recent, including relevant military experience. If listing volunteer activity, please exclude information which would reveal gender, race, religion, national origin, age, color, disability, or other protected status.

Employer	Telephone ()	Dates Employed		Summarize the nature of the work performed and job responsibilities.
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary		
		Final		
May we contact for reference	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	Per	
Employer	Telephone ()	Dates Employed		Summarize the nature of the work performed and job responsibilities.
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary		
		Final		
May we contact for reference	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	Per	
Employer	Telephone ()	Dates Employed		Summarize the nature of the work performed and job responsibilities.
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Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary		
		Final		
May we contact for reference	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	Per	
Employer	Telephone ()	Dates Employed		Summarize the nature of the work performed and job responsibilities.
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		Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary		
		Final		
May we contact for reference	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	Per	

Educational Background

High School/GED _____ Circle highest grade completed 9 10 11 12 Graduated? Yes No

Secondary Education _____ 13 14 15 16 Degree: _____ Major _____

Graduate School _____ Other relevant education or training: _____

References

List three (3) persons we can contact who are able to evaluate your job related knowledge, skills & abilities.

Name	Telephone	Years Known
	()	
	()	
	()	

Category	Yrs. Exp	Yrs. Exp	Yrs. Exp
Desktop Software		ActionScript	
		CSS	
		Crystal Reports	
		Desktop Publishing	
Hardware		Fax Server	
		Firewalls	
		Installation & Setup	
Networking		Active Directory	
		Cabling	
		Cisco Routing	
Platform		AS/400	
		CICS	
		Free BSD	
Programming		ASP/ASP.NET	
		COBOL	
		Delphi	
		Doc1	
Database		Access	
		Dbase	
		DB2	
		Dreamweaver / Fireworks	
		Microsoft Access	
		Microsoft Excel	
		Microsoft FrontPage	
			Microsoft Outlook
			Microsoft Powerpoint
			Microsoft Word
			Windows XP / 7 / 8 / 10
		Network Switches	
		Network Wiring (CAT5)	
		PC Repair/Upgrade	
			Network Routers
			Server Admin
			Tape Backups
		LAN Manager	
		LAN Server	
		Layer2 (STP-VLAN)	
			Novell
			TCP / IP
			Windows Server 2003 / 2012
		Linux	
		Macintosh	
		Mainframe - JCL	
			OS/2
			Windows
			Other:
		HTML / CSS	
		Java	
		Perl / CGI	
		PHP / XML	
			RPG
			Visual Basic
			VB.NET
			Visual C++
		FoxPro	
		Oracle	
		Paradox	
			Progress OpenEdge
			SQL 2012 / 2014
			SyBase

Certifications, Skills, Training, Accomplishments

List all current certifications, licences, etc.

Describe your qualifications and skills for the work desired including types of equipment or machinery you can operate. Also list special accomplishments publications, and awards (Exclude information which would reveal gender, race, religion, national origin, age, color, disability or other protected status.)

Personal Driving Record

This section is to be completed ONLY if the operation of a motor vehicle will be required in the course of the applicant's employment

Have a valid driver's license?	Driver's license number:	Expiration date:	Issuing state:
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List any other state(s) in which you have had a driver's license(s) in the past:

Within the past five years...

have you been involved in a vehicle accident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
have you been convicted of reckless or drunken driving?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, give date(s):
have you been cited for moving violations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, give date(s):
have you had your driver's license revoked or suspended?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, explain:
have you had your driver's license restricted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, explain:

I certify that the information contained in this application is true and complete and I understand, that if employed, false statements on this application shall be grounds for dismissal.

I voluntarily give HCI Holdings, Inc. the right to investigate my employment, education and personal history and agree to cooperate in an investigation, and release all parties from all liability for any damage that results from furnishing such information to HCI Holdings, Inc.

HCI Holdings, Inc. is an Equal Opportunity Employer. HCI Holdings, Inc. does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from HCI Holdings, Inc. and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand that just as I am free to resign at any time, HCI Holdings, Inc. reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of HCI Holdings, Inc. has the authority to make any assurances to the contrary.

Signature of Applicant: _____ Date: _____

For Human Resources Department Use Only

Hired Yes No Date of Hire _____

Hired Position _____

Rate of pay \$ _____ Hr./Mo. _____ Pay Grade _____ Review Date Schedule 6 Month Annual

Division _____ Department _____

- EEO classification:
- | | | |
|---------------------------|----------------------------|------------------------------|
| 1. Officials and Managers | 4. Sales | 7. Operatives (semi-skilled) |
| 2. Professionals | 5. Office and Clerical | 8. Laborers |
| 3. Technicians | 6. Craft Workers (skilled) | 9. Service Workers |

Completed By _____ Date _____