

APPLICATION FOR EMPLOYMENT

Tres Hewell Mortuary

165 Tor Dr. • Seguin, Texas 78155 • 830-549-5912

Personal Information

Full Name:

First _____ **Middle** _____ **Last** _____

Street Address _____ **Apt/Suite** _____

City _____ **State** _____ **Zip Code** _____

Phone Number: _____ **Email:** _____

1. **Are you legally authorized to work in the United States?**
 Yes No
2. **Are you at least 18 years old?**
 Yes No
3. **If hired, would you have a reliable means of transportation to and from work?**
 Yes No
4. **Do you have a driver's license?**
 Yes No Operator Commercial (CDL)

Driver's License Number: _____ **State of Issue:** _____

Expiration Date: _____

Employment Position

Position Applying For: _____

Date of Application: _____

How Did You Hear About This Position? _____

Available Start Date: _____

Desired Salary: _____

Please indicate the days and hours you are available to work below.

Days	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours Available							

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Education & Training

Type of School	School Name and Location	Highest Grade Completed	Diploma, Degree, or Certificate Received	Course of Study or Major (if applicable)
High School (or G.E.D. equivalent)				
College or University				
Vocational or Trade School				
Other				

Previous Employment & Experience

List all employment experience for the past seven years, starting with the most recent or present employer, including US military service or training. Using a separate section for each position, describe in detail all work experience. You may include as part of your employment history any verifiable work performed on a volunteer basis. Add additional pages if necessary.

Employer	Location	Job Title	Dates of Employment (Month & Year to Month & Year)	Supervisor Name & Phone Number	Reason for Leaving	May we contact? (yes or no)

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Personal & Professional References

List three personal or professional references other than current or former supervisors that we may contact.

Name	Type of Acquaintance & Length of Association	Phone Number	Email

Acknowledgement & Certification

- I understand that I may be subject to a pre-employment drug test, and/or a pre-employment background check to investigate my criminal background, driving record, and/or credit history, and other matters related to my suitability for employment after receiving a conditional offer of employment with Tres Howell Mortuary. I understand that a separate disclosure and consent form may be provided prior to any background check.
- I understand that employment with Tres Hewell Mortuary is contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States.
- I authorize Tres Hewell Mortuary and its representatives to contact my current and former employers (with the exception of my current employer if I have marked "No" in response to "May we contact?"), schools, references, and other persons I have named in this application for the purpose of verifying the information I have provided. I authorize employers, schools, and other persons named in this application to provide any information or transcripts requested.
- I understand and agree that, if hired, my employment will be at will, which means employment is for an indefinite period of time and may be terminated by myself or Tres Hewell Mortuary at any time, with or without cause, and with or without notice.
- I certify that all of the above information is true and complete and I understand that any falsification or omission of information made by me may disqualify me from further consideration for employment or, if hired, may result in my termination at any time during the period of my employment, regardless of the amount of time that has passed.

BY MY SIGNATURE I CERTIFY HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.

Applicant's signature: _____ Date: _____