



# HARVEY W. HOTTEL, INC.

Since 1945

## EMPLOYMENT APPLICATION

18900-A Woodfield Road, Gaithersburg, Maryland 20879-4717  
MD (301) 921-9599 · VA (703) 876 -9599 · FAX (301)948-1892  
Website: www.harve hottel.com

COMMERCIAL & RESIDENTIAL

- A/C - Heating
- Refrigeration
- Plumbing
- Building Services

**AN AFFIRMATIVE ACTION EMPLOYER M/F**

**DATE:**

PLEASE PRINT OR TYPE

PERSONAL		
LAST NAME	FIRSTNAME	MIDDLE NAME
CURRENT ADDRESS (STREET, CITY, STATE, & ZIP CODE)		PHONE NUMBERS
		HOME: (    )
PERMANENT ADDRESS, IF DIFFERENT FROM ABOVE		CELL: (    )
		OTHER: (    )
EMAIL:		
POSITION APPLYING FOR		
FOR WHAT POSITION OR TYPE OF WORK ARE YOU APPLYING:	ARE YOU INTERESTED IN (CHECK ONE) :	
	FULL TIME _____	PART-TIME
	SUMMER	TEMPORARY
HAVE YOU APPLIED HERE BEFORE:    YES                      NO		
IF YES, DATE AND POSITION:		
DATE AVAILABLE:	WHO REFERRED YOU:	
U.S. MILITARY SERVICE		
BRANCH OF SERVICE	STARTING RANK	RANK AT SEPARATION
ACTIVE SERVICE		DUTIES IN SERVICE:
FROM	MONTH:	YEAR:
TO	MONTH:	YEAR:
MILITARY SERVICE SCHOOLS - SCHOOLS ATTENDED, SUBJECTS STUDIED, AND LENGTH OF TIME IN EACH SCHOOL		

## EMPLOYMENT RECORD

ARE YOU PRESENTLY EMPLOYED? YES \_\_\_\_\_ NO \_\_\_\_\_

MAY WE CONTACT YOUR PRESENT EMPLOYER? YES \_\_\_\_\_ NO \_\_\_\_\_

### PRESENT/MOST RECENT EMPLOYER

EMPLOYER:	DATES OF EMPLOYMENT		BASE SALARY OR WAGE
ADDRESS:	FROM:	MO.          YEAR	START\$
	TO:	MO.          YEAR	END\$
INDUSTRY:	TELEPHONE NUMBER:		
JOB TITLE:	SUPERVISOR'S NAME:		

JOB DUTIES:

REASON FOR LEAVING OR SEEKING CHANGE OF POSITION:

### 1ST PREVIOUS

EMPLOYER:	DATES OF EMPLOYMENT		BASE SALARY OR WAGE
ADDRESS:	FROM:	MO.          YEAR	START\$
	TO:	MO.          YEAR	END\$
INDUSTRY:	TELEPHONE NUMBER:		
JOB TITLE:	SUPERVISOR'S NAME:		

JOB DUTIES:

REASON FOR LEAVING OR SEEKING CHANGE OF POSITION:

### 2ND PREVIOUS

EMPLOYER:	DATES OF EMPLOYMENT		BASE SALARY OR WAGE
ADDRESS:	FROM:	MO.          YEAR	START\$
	TO:	MO.          YEAR	END\$
INDUSTRY:	TELEPHONE NUMBER:		
JOB TITLE:	SUPERVISOR'S NAME:		

JOB DUTIES:

REASON FOR LEAVING OR SEEKING CHANGE OF POSITION:

### 3RD PREVIOUS

EMPLOYER:	DATES OF EMPLOYMENT		BASE SALARY OR WAGE
ADDRESS:	FROM:	MO.          YEAR	START\$
	TO:	MO.          YEAR	END\$
INDUSTRY:	TELEPHONE NUMBER:		
JOB TITLE:	SUPERVISOR'S NAME:		

JOB DUTIES:

REASON FOR LEAVING OR SEEKING CHANGE OF POSITION:

## EDUCATION

### HIGH SCHOOL

<b>SCHOOL OR INSTITUTION:</b>	<b>FROM</b>	<b>TO</b>	<b>MAJOR COURSE</b>
<b>LOCATION:</b>			

**ADVANCED EDUCATION-COLLEGE, UNIVERSITY, OR OTHER**  
 APPLICANTS MAY BE ASKED TO FURNISH TRANSCRIPTS OF SCHOOL OR COLLEGE WORK

**NAME OF INSTITUTION:**

**LOCATION OR ADDRESS:**

<b>DATES ATTENDED</b>	<b>DID YOU GRADUATE: YES</b> <b>NO</b>	<b>DEGREE GRANTED:</b>
<b>FROM</b> MIMO      IYR	<b>GPA:</b> <b>!CREDITS:</b>	<b>MAJOR:</b>
<b>TO</b> IMO      IYR.	<b>MAJOR AVERAGE:</b>	<b>MINOR:</b>

**IF YOU DID NOT COMPLETE THE COURSE, GIVE REASON.**

**NAME OF INSTITUTION:**

**LOCATION OR ADDRESS:**

<b>DATES ATTENDED</b>	<b>DID YOU GRADUATE: YES</b> <b>NO</b>	<b>DEGREE GRANTED:</b>
<b>FROM</b> MIMO      IYR	<b>GPA:</b> <b>!CREDITS:</b>	<b>MAJOR:</b>
<b>TO</b> IMO      IYR.	<b>MAJOR AVERAGE:</b>	<b>MINOR:</b>

**IF YOU DID NOT COMPLETE THE COURSE, GIVE REASON.**

**NAME OF INSTITUTION:**

**LOCATION OR ADDRESS:**

<b>DATES ATTENDED</b>	<b>DID YOU GRADUATE: YES</b> <b>NO</b>	<b>DEGREE GRANTED:</b>
<b>FROM</b> MIMO      IYR	<b>GPA:</b> <b>!CREDITS:</b>	<b>MAJOR:</b>
<b>TO</b> IMO      IYR.	<b>MAJOR AVERAGE:</b>	<b>MINOR:</b>

**IF YOU DID NOT COMPLETE THE COURSE, GIVE REASON.**

### COMPUTER SKILLS

**LIST TYPE OF COMPUTER EXPOSURE OR COMPUTER LANGUAGE FAMILIAR WITH:**

### ACTIVITIES

LIST ANY ACTIVITIES AND OTHER INFORMATION YOU FEEL WOULD BE OF USE IN EVALUATING YOUR QUALIFICATIONS FOR THE POSITION YOU SEEK (E.G. PROFESSIONAL SOCIETIES, PATENTS, POSITIONS IN OUTSIDE ORGANIZATIONS.) DO NOT LIST INFORMATION REVEALING RACE, CREED, COLOR, OR NATIONAL ORIGIN, SEX, OR ANCESTRY.

### OCCUPATIONAL REFERENCES (LIST PERSONAL REFERENCES ONLY IF YOU HAVE NO OCCUPATIONAL REFERENCES)

<b>CHECK ONE:</b> OCCUPATIONAL REF.:	PERSONAL REF.:
<b>NAME:</b>	<b>PHONE NUMBER:</b>
<b>ADDRESS:</b>	
<b>OCCUPATION:</b>	<b>YEARS KNOWN:</b>

  

<b>CHECK ONE:</b> OCCUPATIONAL REF.:	PERSONAL REF.:
<b>NAME:</b>	<b>PHONE NUMBER:</b>
<b>ADDRESS:</b>	
<b>OCCUPATION:</b>	<b>YEARS KNOWN:</b>

  

<b>CHECK ONE:</b> OCCUPATIONAL REF.:	PERSONAL REF.:
<b>NAME:</b>	<b>PHONE NUMBER:</b>
<b>ADDRESS:</b>	
<b>OCCUPATION:</b>	<b>YEARS KNOWN:</b>

**GENERAL INFORMATION**

**HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR, A FELONY OR CONVICTED IN A MILITARY COURT-MARTIAL**

(OMIT MINOR TRAFFIC VIOLATIONS)    YES    NO    I    IF YES, GIVE DATE AND EXPLAIN BELOW

**DATE:**

**EXPLANATION:**

**DRIVING RECORD**

**NOTE:** YOU MUST BRING A CURRENT COPY OF YOUR DRIVING RECORD PRIOR TO BEGINNING YOUR FIRST DAY OF EMPLOYMENT.

**DRIVER'S LICENSE**

**STATE:**

**LIC.#:**

**CLASS:**

**EXPIRES:**

**ACCIDENT RECORD FOR PAST 3 YEARS:**

**DATE:**

**TYPE:**

**DATE:**

**TYPE:**

**TRAFFIC CONVICTIONS FOR PAST 3 YEARS (EXCLUDE PARKING VIOLATIONS):**

**DATE:**

**STATE:**

**DESCRIPTION:**

**DATE:**

**STATE:**

**DESCRIPTION:**

**HAVE YOU EVER BEEN DENIED A LICENSE TO OPERATE A MOTOR VEHICLE?**

**HAS ANY LICENSE EVER BEEN SUSPENDED OR REVOKED?**

**IF THE ANSWER IS "YES" TO EITHER OF THE ABOVE QUESTIONS, PLEASE ATTACH EXPLANATION.**

**AUTHORIZATION**

I AUTHORIZE AN INQUIRY TO BE MADE ON THE INFORMATION CONTAINED IN THIS APPLICATION IF I AM CONSIDERED FOR EMPLOYMENT.

FORMER EMPLOYERS NAMED HEREIN ARE AUTHORIZED TO GIVE INFORMATION REGARDING MYSELF. THEY ARE HEREBY RELEASED FROM ALL LIABILITY FOR ISSUING SUCH INFORMATION. I HEREBY WAIVE ANY PRIVILEGE I HAVE AS TO SUCH INFORMATION.

I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS WILL BE CAUSE FOR CANCELLATION OF CONSIDERATION FOR EMPLOYMENT OR DISMISSAL IF EMPLOYED.

"UNDER MARYLAND LAW AN EMPLOYER MAY NOT REQUIRE OR DEMAND ANY APPLICANT FOR EMPLOYMENT OR PROSPECTIVE EMPLOYMENT OR ANY EMPLOYEE TO SUBMIT TO OR TAKE A POLYGRAPH, LIE DETECTOR OR SIMILAR TEST OR EXAMINATION AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100.00"

I UNDERSTAND THAT IF AN OFFER OF EMPLOYMENT IS MADE TO ME, THE OFFER IS CONTINGENT UPON THE ACCEPTABLE RESULTS OF THE PRE-EMPLOYMENT APPLICATION PROCESS (BACKGROUND CHECK AND DRUG SCREEN).

**APPLICANT'S SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

