



HODGES, HARBIN,  
NEWBERRY & TRIBBLE, INC.

Consulting Engineers

# EMPLOYMENT APPLICATION

3920 Arkwright Road | Suite 101 | Macon, GA 31210 | Phone: (478) 743-7175 | Fax: (478) 743-1703 | [www.hhnt.com](http://www.hhnt.com)

Please answer all questions. Resumes are not accepted in lieu of completion of this application. Note: This application was designed to use with several types of job positions. Some questions may not be completely applicable to the job position you are seeking; however, we ask that you answer all questions.

Please type or print in the spaces below.

APPLICANT INFORMATION					
Last Name:		First:		M.I.	
Street Address:			Apartment/Unit #:		
City:		State:		Zip:	
Mailing Address (if different):			Apartment/Unit #:		
City:		State:		Zip:	
Phone:		E-mail Address:			
Are you over 18 years of age? YES <input type="checkbox"/> NO <input type="checkbox"/>					
Can you, upon employment, submit documentation verifying your legal right to work in the U.S. and your identity? YES <input type="checkbox"/> NO <input type="checkbox"/>				Only U.S. citizens or aliens who have a legal right to work in the U.S. are eligible for employment.	
Have you ever been convicted of a felony? A conviction will not necessarily disqualify you from employment. YES <input type="checkbox"/> NO <input type="checkbox"/>				If yes, give dates and explain.	
EDUCATION					
High School:		Address:			
From:	To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:
College:		Address:			
From:	To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:
Other:		Address:			
From:	To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:
Other Skills: List any other job related skills or qualifications that support your application.					
Honors Received:					
CHARACTER REFERENCES					
List three persons not related to you, whom you have known for at least one year.					
Full Name:			Relationship:		
Occupation:			Phone: ( )		
Address:					
Full Name:			Relationship:		
Occupation:			Phone: ( )		
Address:					
Full Name:			Relationship:		
Occupation:			Phone: ( )		
Address:					
EMPLOYMENT EXPERIENCE					
List ALL FORMER JOBS (list most recent job first). Account for all time periods including unemployment, self-employment, and military service. Attach separate paper(s) if necessary.					
Employer:			Phone: ( )		
Address:			Supervisor:		
Job Title:	Starting Salary: \$	Ending Salary: \$			



HODGES, HARBIN,  
NEWBERRY & TRIBBLE, INC.

Consulting Engineers

# EMPLOYMENT APPLICATION

3920 Arkwright Road | Suite 101 | Macon, GA 31210 | Phone: (478) 743-7175 | Fax: (478) 743-1703 | [www.hhnt.com](http://www.hhnt.com)

Work Performed:			
From:	To:	Reason for Leaving:	
May we contact your employer for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/> If no, explain:
Employer:		Phone: ( )	
Address:		Supervisor:	
Job Title:	Starting Salary: \$	Ending Salary: \$	
Work Performed:			
From:	To:	Reason for Leaving:	
May we contact your employer for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/> If no, explain:
Employer:		Phone: ( )	
Address:		Supervisor:	
Job Title:	Starting Salary: \$	Ending Salary: \$	
Work Performed:			
From:	To:	Reason for Leaving:	
May we contact your employer for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/> If no, explain:
<b>EMPLOYMENT EXPERIENCE continued</b>			
Employer:		Phone: ( )	
Address:		Supervisor:	
Job Title:	Starting Salary: \$	Ending Salary: \$	
Work Performed:			
From:	To:	Reason for Leaving:	
May we contact your employer for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/> If no, explain:
Employer:		Phone: ( )	
Address:		Supervisor:	
Job Title:	Starting Salary: \$	Ending Salary: \$	
Work Performed:			
From:	To:	Reason for Leaving:	
May we contact your employer for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/> If no, explain:
Employer:		Phone: ( )	
Address:		Supervisor:	
Job Title:	Starting Salary: \$	Ending Salary: \$	
Work Performed:			
From:	To:	Reason for Leaving:	
May we contact your employer for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/> If no, explain:
<b>MISCELLANEOUS</b>			
In order to permit a check of your work and educational records, should we be made aware of any change of name or assumed name that you previously used?		YES <input type="checkbox"/>	NO <input type="checkbox"/> If yes, identify names and relevant dates:
Have you ever been dismissed or forced to resign from any employment?		YES <input type="checkbox"/>	NO <input type="checkbox"/> If yes, please explain:
Are there any hours, shifts, or days you will not work?		YES <input type="checkbox"/>	NO <input type="checkbox"/> If yes, please explain:
Do you have transportation to work?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Will you work overtime if asked?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you now employed?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Are you on a layoff?	YES <input type="checkbox"/> NO <input type="checkbox"/>
		Are you subject to recall?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you filed an application here before?		YES <input type="checkbox"/>	NO <input type="checkbox"/> If yes, give date:



HODGES, HARBIN,  
NEWBERRY & TRIBBLE, INC.

Consulting Engineers

# EMPLOYMENT APPLICATION

3920 Arkwright Road | Suite 101 | Macon, GA 31210 | Phone: (478) 743-7175 | Fax: (478) 743-1703 | [www.hhnt.com](http://www.hhnt.com)

Do you have any friends or relatives who work here?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, give name and relationship
Name:			Name:	
Relationship:			Relationship:	
List any other information or remarks that you wish to have considered as part of your application:				
<b>MILITARY SERVICE</b>				
Are you a veteran of the U.S. Military Service?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Branch of Service:
If yes, beginning and ending date of active duty:			From:	To:
Date of Discharge from Military Service:				
<b>EMERGENCY CONTACT</b>				
Full Name:		Relationship:		
Address:		Phone: ( )		
<p><b>NOTICE TO APPLICANTS:</b> This employer complies with the Americans With Disabilities Act of 1990. During the interview process, you may be asked questions concerning your ability to perform job-related functions. If you are given a conditional offer of employment, you will be required to complete a post-job offer medical history questionnaire and/or undergo a medical examination at the Employer's expense. All entering employees in the same job category will be subject to the same medical questionnaire and/or examination and all information will be kept confidential and in separate files.</p>				
<b>APPLICANT'S STATEMENT</b>				
<p>I certify that the answers given herein are true and complete to the best of my knowledge. I authorize the investigation of all matters contained in this application and hereby give Hodges, Harbin, Newberry &amp; Tribble, Inc. permission to contact schools, previous employers, references, and other, and hereby release the employer from any liability as a result of such contact. I understand that misrepresentations, omission of facts, or incomplete information requested in this application may remove me from further consideration for employment. In addition, if employed, any misrepresentations or omissions of facts called for in this application will be cause for dismissal at any time without any previous notice.</p>				
<p>Applicants accepted for employment should clearly understand that while we make every effort to provide steady, continuous work, we have no employment contracts, and we cannot guarantee the permanence of any position. Job tenure can be affected by many factors including business/economic conditions, changes in laws or employee policies, conformity to our work rules, job performance, etc. Of course, employees may elect to leave on their own accord to seek other jobs.</p>				
<p>I understand that my employment with Hodges, Harbin, Newberry &amp; Tribble, Inc. is for no specific term and may be terminated by me or Hodges, Harbin, Newberry &amp; Tribble, Inc. with or without notice or cause at any time. I further understand that no oral promise, Employer policy, custom, business practice or other procedure (including Hodges, Harbin, Newberry &amp; Tribble, Inc.'s Employee Handbook or any personnel manuals) constitutes an employment contract or modification of the at-will employment relationship between me and Hodges, Harbin, Newberry &amp; Tribble, Inc.</p>				
<p>The contents of any employee handbook or personnel manuals, as well as other Employer policies and practices, are subject to change or modification by Hodges, Harbin, Newberry &amp; Tribble, Inc., solely at its discretion, without notice. I also understand that no supervisor or other official of Hodges, Harbin, Newberry &amp; Tribble, Inc. (except its Chief Executive Officer, in writing) has the authority to enter into any agreement with me or to make any agreement contrary to the foregoing.</p>				
<p>Hodges, Harbin, Newberry &amp; Tribble, Inc. conducts their business with the highest possible degree of safety and efficiency; therefore, Hodges, Harbin, Newberry &amp; Tribble, Inc. maintains a Drug-Free Workplace. All applicants for this position must undergo a pre-employment drug screening at Hodges, Harbin, Newberry &amp; Tribble, Inc.'s expense. Applicants testing positive for illegal substances may be disqualified from consideration. If hired, employees will be expected to adhere to Hodges, Harbin, Newberry &amp; Tribble, Inc.'s Drug Policy. In addition, all employees of Hodges, Harbin, Newberry &amp; Tribble, Inc. are subject to random urinalysis screening throughout the year for drug or alcohol use. Also, Hodges, Harbin, Newberry &amp; Tribble, Inc. conducts a criminal background check, credit history report, and a motor vehicle history report for all applicants considered for employment. All new hires will be required to undergo a company-paid physical examination. All information from this examination will be kept confidential and disclosed only to human resources personnel and supervisors who have a need to know. No one will be disqualified from employment based on the results of this examination without Hodges, Harbin, Newberry &amp; Tribble, Inc. first weighing reasonable accommodations and establishing the legality and business necessity of the physical requirement. All employment offers are contingent upon the findings of these pre-employment requirements.</p>				
<p>This application will remain active for ninety (90) days. Any applicant wishing to be considered for employment beyond ninety (90) days should reapply.</p>				
<p><b>READ CAREFULLY BEFORE SIGNING.</b> I agree that any claim or lawsuit relating to my service with Hodges, Harbin, Newberry &amp; Tribble, Inc. must be filed no more than six (6) months after the date of employment action that is subject of the claim or lawsuit. I waive any statute of limitations to the contrary.</p>				
Signature:			Date:	

Hodges, Harbin, Newberry & Tribble, Inc. is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, age, sex, religion, national origin, disability or marital status. We assure you that your opportunity for employment with Hodges, Harbin, Newberry & Tribble, Inc. depends solely upon your qualifications.