



Application for Employment

Please complete and email back to us at helmtruck-info@helmgroupp.com,
fax to 815.235.8280 or drop off at our office

Personal data

(Last name) _____ (First) _____ (Middle) _____

Current Street Address

(Street) _____ (City, State, Zip) _____ (Telephone) _____

Permanent or previous street address

Approximate Dates

(Street) _____ (City, State, Zip) _____ (From - To) _____

If employed, can you provide proof of authorization to lawfully work in the U.S.? Yes No

Are you able to perform the functions involved in the job for which you are applying?* Yes No

*Do not respond to the above question unless you have been provided with a copy of the position of the job description.

Are you under 18 years of age? Yes No Referred by: Ad Friend Relative Agency Walk-in Other

Date available to start: _____

Position(s) applying for _____

Education

School	Location	Dates	Did you graduate?	Major course of study	Degree	Year Degree
(High School)	(City, State)	(From - To)	<input type="checkbox"/> Yes <input type="checkbox"/> No		(B.S., M.B.A, etc.)	(YYYY)
(College)	(City, State)	(From - To)	<input type="checkbox"/> Yes <input type="checkbox"/> No		(B.S., M.B.A, etc.)	(YYYY)
(Graduate OF business)	(City, State)	(From - To)	<input type="checkbox"/> Yes <input type="checkbox"/> No		(B.S., M.B.A, etc.)	(YYYY)
(Other)	(City, State)	(From - To)	<input type="checkbox"/> Yes <input type="checkbox"/> No		(B.S., M.B.A, etc.)	(YYYY)

In which foreign language do you have working skills? Speak _____ Read _____ Write _____

Honors and awards

(include scholarships, fellowships)

Professional society affiliations

(Exclude organizations the name of character which indicates the race, color, religion, sex, national origin or ancestry of its members)

U.S. Military

(Branch) _____ (Highest rank) _____ (From - To) _____

Duties, special skills, schools, etc.

Travel and relocation

Are you willing to travel? Yes No % ____ Are you willing to relocate? Yes No Travel Restrictions _____

References

List three professional references who are not relatives, previous supervisors or employers.

Name	Address	Telephone	Email



Application for Employment

All qualified applicants will receive consideration without regard to race, color, religion, sex, age, national origin, handicap or veteran status

Employment (List present or most recent first) Attach additional sheet if necessary

(Dates From - To)	(Employer name)	(Employer address)	(Telephone)
(Position)	(Reason for leaving)		(Supervisor name)
(Duties performed)			
(Dates From - To)	(Employer name)	(Employer address)	(Telephone)
(Position)	(Reason for leaving)		(Supervisor name)
(Duties performed)			
(Dates From - To)	(Employer name)	(Employer address)	(Telephone)
(Position)	(Reason for leaving)		(Supervisor name)
(Duties performed)			
(Dates From - To)	(Employer name)	(Employer address)	(Telephone)
(Position)	(Reason for leaving)		(Supervisor name)
(Duties performed)			
(Dates From - To)	(Employer name)	(Employer address)	(Telephone)
(Position)	(Reason for leaving)		(Supervisor name)
(Duties performed)			

In case of emergency, notify

(Last name)	(First name)	(Telephone)
(Street address)	(City, State)	(Zip)

Secrecy agreement

Have you signed a Secrecy and Invention Agreement in favor of any previous employer? Yes

If so, give their name(s) _____

Are you under any obligation to a previous employer, through a Secrecy and Invention Agreement, or otherwise restricting your acceptance of employment with a competitive firm? Yes No

Should I become an employee of Helm Group I agree, in consideration of such employment, that I will not divulge to others or use for my own benefit any confidential information obtained during the course of my employment relating to sales, formulas, processes, methods, machines, manufacturers, compositions, ideas, improvements or inventions belonging to or relating to the affairs of Helm Group without first obtaining the written permission of Helm Group.

(Applicant signature) (Date)

APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING

I certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in these documents may be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery, including after hire.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by Helm Group, such employment is "at-will". "At-will" means that employment with Helm Group is for no specified duration and may be terminated by either Helm Group or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions and statement of Helm Group, or its representatives used during the employment process and/or for the duration of employment is deemed a contract of employment (real or implied). I understand that no representatives of Helm Group except the owners has the authority to enter into an agreement contrary to the foregoing statements, and that any such statements must be made in writing and signed by the owners to be valid.

In consideration for employment Helm Group, if employed, I agree to comply with the current and amended rules, regulations, policies, and procedures of Helm Group at all times and understand that such compliance is a condition of employment.

I understand a comprehensive background investigation will be conducted as part of the employment process. I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to Helm Group and/or any of its representatives, agents or vendors, and I release all parties involved from any and all liability for any and all damage that may result from providing such information. I understand that all offers of employment are contingent upon satisfactory results of the background investigation and negative results of any illegal drugs from the drug screen.

Signature of Applicant

Date