

5806 Mooretown Road
Williamsburg, VA 23188
757-565-1090 Phone
757-564-9120 Fax



P.O. Drawer BM
Williamsburg, VA 23187
www.hendersoninc.com
2701-004849 "A"

APPLICATION FOR EMPLOYMENT
"PROUD SUPPORTER OF A DRUG FREE WORKPLACE"

Name: _____
Address: _____

Date: _____
Phone: _____

General Questionnaire

1. What position are you applying for? _____
2. Do you have any previous experience in this position? _____
3. What are your salary requirements? _____
4. Are you eligible to work in the United States? _____
5. Do you have a valid Driver's License? _____
6. Do you have dependable transportation on a daily basis? _____
7. Have you ever been convicted of a felony? (If yes, please explain. Employment will not be denied due to conviction unless related to the position for which you are applying)

Employment History

Workplace _____ Supervisor _____
Phone Number _____ Start/End Dates _____
Description of Duties

Reason for Departure _____

Workplace _____ Supervisor _____
Phone Number _____ Start/End Dates _____
Description of Duties

Reason for Departure _____

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Workplace _____ Supervisor _____

Phone Number _____ Start/End Dates _____

Description of Duties

Reason for Departure _____

Education History

High School Attended _____ Graduate or GED _____

College Attended _____ Graduate? _____

Other Education

Henderson, Inc. requires pre-employment drug testing which is paid for by the applicant and reimbursed after 30 working days provided receipt of a complete negative result. Your signature below acknowledges consent to this policy.

Applicant Signature _____ Date _____

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ADDENDUM TO APPLICATION

Pursuant to federal regulations, we will collect responses to the questions below for record keeping purposes. This information will NOT be kept with your application for employment. Federal law prohibits unlawful discrimination on the basis of race, color, sex, age, national origin, religion or disability.

Check the box for the racial or ethnic group with which you identify:

- White (includes Arabian)
- Black (includes Jamaican, Bahamians and other Caribbeans of African but not Hispanic or Arabian descent)
- Hispanic (includes persons of Mexican, Puerto Rican, Central or South American or other Spanish origin or culture)
- Asian & Asian American (includes Pakistanis, Indians and Pacific Islanders)
- American Indians (includes Alaskans)

Check the appropriate box?

- Female
- Male

Position applied for: _____

How did you find out about this employment opportunity?

- Newspaper (name of newspaper)
- VEC
- NAWIC
- Other (please specify): _____