



## APPLICATION FOR EMPLOYMENT – ADMINISTRATIVE POSITIONS

All incomplete applications may be disregarded

*Homewood Disposal Service, Inc. does not discriminate in hiring on the basis of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or any unfavorable discharge from military service or any other legally protected status. Homewood Disposal Service, Inc. will comply with its obligation to provide reasonable accommodation to qualified individuals with disabilities.*

### GENERAL INFORMATION

Date Available:		Phone Number:		Application Date:	
Last Name:			First Name:		M.I.:
Present Address:					
City:		State:		Zip:	
Permanent Address:					
City:		State:		Zip:	
Referred By:		Desired Salary:		Are you available to work: Yes / No Overtime (Please circle Yes or No) Yes / No Weekends	
Position applied for: (Check which applies) <div><input type="checkbox"/> Accounting <input type="checkbox"/> Accounts Receivable <input type="checkbox"/> Dispatcher <input type="checkbox"/> Full Time <input type="checkbox"/> Human Resources <input type="checkbox"/> Information Technology <input type="checkbox"/> Management <input type="checkbox"/> Part Time <input type="checkbox"/> Other: _____ <input type="checkbox"/> Seasonal Please Specify</div>					
Do you presently have lawful, unexpired authorization to be employed by Homewood Disposal in the United States? (Proof of Identity will be required) <input type="checkbox"/> Yes <input type="checkbox"/> No				Are you 18 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever worked for this company? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, when/location? _____					
Are you currently Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No				If so, may we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
U.S. Military or Naval Service? <input type="checkbox"/> Yes <input type="checkbox"/> No					

# EDUCATION

	Name of School	Did you Graduate?
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No
College		<input type="checkbox"/> Yes <input type="checkbox"/> No
Trade, Business, or Correspondence School		<input type="checkbox"/> Yes <input type="checkbox"/> No

# GENERAL

Special Skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# CURRENT AND FORMER EMPLOYERS (LIST MOST RECENT FIRST)

Date: Month and Year	Name and address of Employer	Position	Reason for leaving
From:			
To:			
From:			
To:			
From:			
To:			

# REFERENCES

(List the names of three individuals not related to you, whom you have known for at least one year)

Name	Address and Telephone	Relationship	Years Acquainted

To BE READ AND SIGNED BY APPLICANT

1. I understand that the information I provide regarding current and/or previous employers and references may be used, and those listed may be contacted, for the purpose of investigating my safety performance history as required by 49 CFR 391.23 (d) and (e). I understand that I have the right to:
- Review information provided by previous employers;
  - Have errors in the information corrected by previous employers and for those previous employers to re-send the corrected information to the prospective employer; and
  - Have a rebuttal statement attached to the alleged erroneous information, if the previous employer(s) and I cannot agree on the accuracy of the information.
2. This company conducts pre-employment screening. All offers are contingent upon signing our Non-solicitation/Confidentiality Agreement and acceptable results of a background check and compliance with immigration law by completing an I-9 with verification through the E-Verify system.
3. I have read and reviewed the information provided in this application and the above statements. I certify the information contained in the application are true and complete to the best of my knowledge and understand that, if employed, falsified statements may result in termination. **I understand and agree that, if hired, my employment is at-will. This means that if I am hired, either the company or I can end the employment relationship at any time for any or no reason.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Please return your completed application (three pages) to one of the three options below:

Email: [HR@mydisposal.com](mailto:HR@mydisposal.com)

Facsimile to (708) 332-0202

Mail to: Human Resources  
Homewood Disposal Service, Inc.  
1501 W 175<sup>th</sup> St  
Homewood, IL 60430