



Hubble Engineering, Inc.



Providence Development Group, LLC



Hubble Homes

APPLICANT DATA RECORD

Hubble Group is an Equal Opportunity employer. Applicants are considered for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status or disability (or any other status or activity protected by law) that can be reasonably accommodated.

In order to assist us in record keeping and reporting, you are requested to voluntarily complete this Applicant Data Record. It will be kept in a confidential file separate from the Application for Employment.

NAME (please print): _____

SOCIAL SECURITY #: _____ DATE: _____
(Optional)

Position(s) applied for: _____

What is your gender? Male Female

What is your race/ethnic background? White (not of Hispanic origin) Asian/Pacific Islander
 Black (not of Hispanic origin) American Indian/Alaskan Native
 Hispanic

Are you a Vietnam-era veteran who served on active duty for more than 180 days during the Vietnam era?

Yes No If yes, date of service: From _____ to _____



APPLICATION FOR EMPLOYMENT

Expiration date: This application expires 90 days from date completed. If you are available and wish to be considered for a position after that date, you must complete a new application form.

Date _____

Each question should be fully and accurately completed. No action can be taken on this application until all questions have been answered. PLEASE PRINT, except for signature on back of application. All information will be held in confidence except for those on a "need to know" basis, and persons participating in the background/reference checks. Hubble will make reasonable accommodation in the application process, if advised.

LAST NAME: _____ FIRST NAME: _____ MIDDLE I.: _____

Other names (under which employment or academic records may be kept): _____

CURRENT ADDRESS: _____ CITY, STATE: _____ ZIP: _____

HOME TELEPHONE #: _____ BUSINESS/CELL TELEPHONE #: _____

SOCIAL SECURITY #: _____ Are you age 18 or older? Yes No
(Optional)

Names of relatives currently employed at Hubble Group: _____

For what position(s) are you applying? _____ Salary desired: _____

Are you able to work: Full-time Part-time Temporary/Seasonal

Referral source: Advertisement Friend Relative Walk-in Employment agency Job Service Hubble employee
 Previous employer Other _____

Date available for employment: _____

Have you ever worked for Hubble Group or any of its affiliates? Yes No If yes, where? _____

Dates worked: _____ Reason for leaving: _____

Within the past seven (7) years, have you been convicted of a criminal offense, released from prison following a conviction, or awaiting prosecution of a felony or misdemeanor excluding minor traffic violations? Yes No (A conviction will not necessarily disqualify an applicant.)

For driving jobs:

Do you have a valid driver's license? Yes No License #: _____ State issued: _____

Are you a citizen of the United States or authorized to work in the United States? Yes No

(Federal law requires proof of identity and employment authorization for all new employees.)

EDUCATION

Please list any education, training or specialized experience you feel relates to the position(s) applied that would help you perform the work, such as high school, colleges, degrees, licenses, vocational or technical programs, military training, foreign language, etc.

	School Name/Address	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No				Major Subjects
		DATES		GRADUATED		
		From	To	Month	Year	
High School						
College/ University						
Other						

Describe prior experience in our industry. Do you hold a real estate license, professional engineer, survey license or other certification?

List PC software proficiencies: _____

WORK HISTORY The last seven (7) years of your work history must be included. Continue on the back of Page 1 if necessary.

Name of PRESENT or LAST Employer					Address				
STARTING DATE		LEAVING DATE		Starting Pay	Final Pay	Reason for Leaving			
Month	Year	Month	Year						
Job Title (Present or Last)				Name of Supervisor			Supervisor's Title	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
							Phone:		
Work Performed									

Next Previous Employer					Address				
STARTING DATE		LEAVING DATE		Starting Pay	Final Pay	Reason for Leaving			
Month	Year	Month	Year						
Job Title				Name of Supervisor			Supervisor's Title	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
							Phone:		
Work Performed									

Next Previous Employer					Address				
STARTING DATE		LEAVING DATE		Starting Pay	Final Pay	Reason for Leaving			
Month	Year	Month	Year						
Job Title				Name of Supervisor			Supervisor's Title	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
							Phone:		
Work Performed									

Next Previous Employer					Address				
STARTING DATE		LEAVING DATE		Starting Pay	Final Pay	Reason for Leaving			
Month	Year	Month	Year						
Job Title				Name of Supervisor			Supervisor's Title	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
							Phone:		
Work Performed									

REFERENCES: List two references who are not relatives or former employers.

Name/Address	Phone	Occupation	Yrs. Known

***Please read carefully before signing.
The following information summarizes conditions that affect your
potential employment with Hubble Group.***

Authorization & Release: I authorize Hubble Group to conduct a background check and investigation of my qualifications for employment. I realize this may include contacting my prior employers, schools, government entities and/or references unless I have indicated otherwise on this form. I release any and all persons and parties connected with this background check from any and all claims or damages arising from the furnishing of information about me during the course of this check.

Employment-at-Will: I understand and agree that, if hired, my employment is for no definite period and either Hubble Group or I may terminate our relationship **AT WILL** at any time, without notice or any reason, and that neither this employment application, the Employee Handbook, nor statements made during the hiring process or thereafter (if hired) will constitute a contract of employment. An employment contract may only be made in writing, signed by the President/CEO of Hubble Group, and shall be referred to as an Employment Contract.

Alcohol & Drug Testing: I understand that Hubble Group is committed to an alcohol & drug-free work environment. I understand that after a conditional offer of employment is made, I may be required to take and pass a drug and/or alcohol test as part of the application process. I further understand that during the course of my employment at Hubble Group, I may be subject to random testing as defined by company policy.

Confidential Information: During or after employment with Hubble Group, I will not divulge for my own use or the use of others, except as Hubble Group may authorize, any knowledge or information obtained by me during my employment, which is considered by the Company to be secret or confidential; and I will return all Company property at the end of my employment.

Authorization to work in the United States: I understand that proof of identity and employment authorization will be required upon employment and, if I am unable to provide such documentation, my offer of employment will be revoked.

The information provided on this application is true and accurate. I understand if the information I provide (in seeking employment with Hubble Group) is false or misleading, my application may be rejected or may be grounds for termination. My signature below certifies all information in this application is complete and accurate, to the best of my knowledge, and that I have read and agree to the conditions outlined above.

Applicant Signature

Date

Witness Signature

Date

Hubble Group is an Equal Opportunity Employer