



APPLICATION FOR EMPLOYMENT

NOTE TO APPLICANT: Please advise us in advance if you need any type of special accommodation to complete this application form or to take any pre-employment test.

In compliance with applicable laws, qualified applicants are considered for all positions without regard to age, sex, race, color, religion, national origin, disability, marital or veteran status.

As a matter of policy, Nighthawk Enterprises, Inc. consistently checks reference information, both educational and employment, of all final candidates. For this reason, it is essential that all information requested on the application and supplied by the applicant be accurate and complete.

INSTRUCTIONS: Please type or print in black ink. Be sure to answer all questions. If any question does not apply to you, answer with "No" or "Not Applicable" (N/A).

DATE _____

POSITION APPLIED FOR		MINIMUM SALARY REQUIREMENT	
WHO REFERRED YOU TO OUR COMPANY? <input type="checkbox"/> Mail In <input type="checkbox"/> Employment Agency <input type="checkbox"/> State Agency <input type="checkbox"/> Walk In <input type="checkbox"/> Employee Referral - Name _____			
TO OUR COMPANY? <input type="checkbox"/> Advertisement <input type="checkbox"/> Intra Nighthawk Referral <input type="checkbox"/> College Recruiting <input type="checkbox"/> Other _____			
HAVE YOU EVER WORKED FOR THIS COMPANY OR ANY OTHER INTRA NIGHTHAWK BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHERE?	WHEN?	
HAVE YOU EVER APPLIED WITH THIS COMPANY OR ANY OTHER NIGHTHAWK CO. BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHERE?	WHEN?	
DATE YOU WILL BE AVAILABLE IF YOUR APPLICATION FOR EMPLOYMENT IS ACCEPTED?		PREFERENCE	

GENERAL INFORMATION

LAST NAME		FIRST	MIDDLE	SOCIAL SECURITY NUMBER	
PRESENT ADDRESS		CITY	STATE	ZIP CODE	HOW LONG?
PREVIOUS ADDRESS FOR LAST 3 YEARS		CITY	STATE	ZIP CODE	HOW LONG?
PREVIOUS ADDRESS FOR LAST 3 YEARS		CITY	STATE	ZIP CODE	HOW LONG?
TELEPHONE NUMBER AND AREA CODE					
HOME ()			WORK ()		
ARE YOU PREVENTED FROM BECOMING LAWFULLY EMPLOYED IN THE U.S. BECAUSE OF YOUR VISA OR IMMIGRATION STATUS? <input type="checkbox"/> YES <input type="checkbox"/> NO				HAVE YOU EVER SERVED IN THE U.S. ARMED FORCES? <input type="checkbox"/> YES <input type="checkbox"/> NO	
HAVE YOU EVER BEEN FIRED OR ASKED TO RESIGN BY AN EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF YES, PLEASE EXPLAIN			
HAVE YOU EVER BEEN CONVICTED OF A FELONY? (NOTE: A FELONY CONVICTION IS NOT AN ABSOLUTE BAR TO EMPLOYMENT.) <input type="checkbox"/> YES <input type="checkbox"/> NO			IF YES, PLEASE EXPLAIN		
NAME OF PERSON TO BE NOTIFIED IN CASE OF EMERGENCY?				TELEPHONE NUMBER AND AREA CODE ()	

NOTE: A DRUG SCREENING TEST IS REQUIRED FOR EMPLOYMENT.

GOVERNMENT REGULATIONS REQUIRE THAT WE VERIFY YOUR IDENTITY AND EMPLOYMENT AUTHORIZATION (Form I-9) WITHIN THREE (3) WORKING DAYS OF YOUR DATE OF HIRE. PLEASE BE PREPARED TO SUBMIT PROPER DOCUMENTATION.

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WORK

All employment should be covered below including jobs held while in school or in the military. Record your present or last position first and list back in chronological order.

Name and Address of Employer	Dates Employed		Position(s) Held	Salary	
	From Month-Year	To Month-Year		Starting	Leaving
_____			_____		
_____			_____		
_____			_____		
_____			_____		
_____			_____		
_____			_____		
_____			_____		
_____			_____		

Name and Location of School or College	Circle Highest Grade/Year Completed	Grade Average	Did You Graduate	If you graduated, what was your degree and major	What was last calendar year in which you studied.
Elementary school and junior high	1 2 3 4 5 6 7 8		<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
High School and/or G.E.D.	9 10 11 12		<input type="checkbox"/> Yes <input type="checkbox"/> No	Major Study _____	
College	1 2 3 4		<input type="checkbox"/> Yes <input type="checkbox"/> No	Degree Major _____	
Graduate School	How Long?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Degree Major _____	
Trade, Business or Correspondence school	How Long?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Major _____	

List any other training you have had

Extracurricular activities, offices held*

Academic honors or other special recognition*

* Exclude those which indicate race, color, sex, age, national origin, disability, religious preference or marital status.

HISTORY

Be sure to complete all questions on each job. Ask for additional form if necessary. Please explain all periods of unemployment.

Briefly Explain Your Duties, Responsibilities and Number of People Supervised in Each Position Held.	Why Did You Leave?	Name Title and Phone No. (if accessible) Of Supervisor.	May We Contact?

SPECIAL SKILLS

SECTION FOR SHOP APPLICANTS ONLY What mechanical experience have you had in the following?

	Years	Months		Years	Months
Engine Tune-Up – Diesel			Brakes and Steering		
Engine Tune-Up – Gas			Lubrication		
Automotive Electrical Systems			Tire Repair		
Clutch and Transmission – Trucks			Other		

SECTION FOR CLERICAL APPLICANTS ONLY What specific experience have you had in the following?

	Length of Time	Type	Type	Length of Time	Type
Accounting			Calculator		
Billing			Adding Machine		
Claims			Shorthand	Speed	wpm
CRT			Typing	Speed	wpm
Computer			Dictating Equip.		
Word Processor			Other		

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ACTIVITIES

CURRENT MEMBERSHIP IN CIVIC, PROFESSIONAL, SOCIAL OR OTHER ORGANIZATIONS *

PAST MEMBERSHIP IN CIVIC, PROFESSIONAL, SOCIAL OR OTHER ORGANIZATIONS *

SPORTS, HOBBIES AND OTHER INTERESTS *

* Exclude those which indicate race, color, sex, age, national origin, disability, religious preference or marital status.

SUMMARY OF QUALIFICATIONS

THIS SPACE IS PROVIDED FOR YOU TO BRIEFLY SUMMARIZE ANY ADDITIONAL QUALIFICATIONS YOU FEEL ARE IMPORTANT IN CONSIDERING YOUR APPLICATION FOR EMPLOYMENT.

APPLICANT'S STATEMENT

I certify that all statements made on this application for employment and in any subsequently executed medical questionnaire are true and correct to the best of my knowledge. I understand that any false information which I give may result in termination of my candidacy or any subsequent employment.

If an employee relationship is established, I understand that such employment is terminable at will, be either myself or Nighthawk Enterprises, Inc. and/or its subsidiaries or affiliates (the Company), at any time, for any reason, with or without cause. I also understand that any period of employment is not for a specific duration. In addition, I understand that with the exception of the Chief Executive Officer of Nighthawk Enterprises, Inc., no Company representative has the authority to make any oral or written agreements which are contrary to the foregoing.

I understand that the Fair Credit Reporting Act, Public Law 91-508, requires that I be advised that routine inquiry may be made during the Company's initial or subsequent processing which will provide applicable information concerning character and general reputation. I also understand that upon written request, additional information as to the nature and scope of the inquiry, if one is made, will be provided to me.

I authorize the Company and its representatives to inquire of all former employers, or others who know me or know of me. It is agreed and understood that the Company and its agents may investigate my background to ascertain any and all information of concern, whether same is of record or not, and I release all employers and persons named herein from all liability for any damages on account of their furnishing such information.

I acknowledge that any offer of employment is conditional upon successful completion of a drug screening test and, for certain positions, a physical examination as part of the Company's pre-employment policy. I further acknowledge that I have not been subjected to and refused to take and/or failed a drug screen test for any reason during the 180 calendar day period preceding the date listed below.

I certify that I have read, understand and agree to the above.

Applicant's Signature _____ Date _____

**NOTE: THIS EMPLOYMENT APPLICATION WILL BE CONSIDERED ACTIVE FOR 90 CALENDAR DAYS.
AFTER 90 CALENDAR DAYS, YOU MUST REAPPLY FOR AVAILABLE POSITIONS.**