

Jay Henges Enterprises, Inc.  
 Henges Interiors  
 Henges Insulation  
 Porta-King Building Systems

**APPLICATION  
 FOR  
 EMPLOYMENT**

Henges Insulation  
 15640 South Keeler  
 Olathe, KS 66062  
 913-764-4600

Jay Henges Enterprises, Inc. ("Henges") is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, sex, sexual orientation, gender identify, national origin, age, disability, GINA, veteran status or any other status protected under local, state or federal laws.

**EQUAL OPPORTUNITY EMPLOYER INCLUDING VETS AND DISABLED**

(PLEASE PRINT IN INK)

Position(s) Applied For		Date of Application	
Last Name	First Name	Middle Name	
Address	City	State	Zip Code
Telephone Number	Alternate Number	Social Security No.	
How Did You Hear About Us?			
<input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Employment Agency <input type="checkbox"/> Current Employee _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> mo.jobs.gov <input type="checkbox"/> Kansas Works			

Are you legally eligible to work in the United States? YES  NO

*(Proof of eligibility will be required upon offer of employment)*

Are you 18 years of age or older? YES  NO

*(If no, you may be required to provide authorization)*

Can you with or without reasonable accommodation perform the essential functions of this job?  
*(If you have any questions about the functions of the job, please ask the interviewer before answering this question.)* YES  NO

Have you ever applied to Henges before? *(If yes, please give date.)* \_\_\_\_\_ YES  NO

Have you ever worked for Henges before? *(If yes, please give date.)* \_\_\_\_\_ YES  NO

Have you ever been convicted of a felony? *(A conviction will not necessarily disqualify you.)* YES  NO

If yes, please explain: \_\_\_\_\_

Do you have a valid driver's license? *(For driving positions only.)* YES  NO

Have you been convicted of any moving violations in the past five years? *(For driving positions only.)* YES  NO

If yes, please explain: \_\_\_\_\_

Is anyone related to you employed by Henges? YES  NO

If yes, please give their name and relationship to you. \_\_\_\_\_

What salary or rate of pay do you expect to receive if employed? \_\_\_\_\_ per \_\_\_\_\_

Have you ever been fired or asked to resign from a job? YES  NO

If yes, please explain. \_\_\_\_\_

On what date would you be available to work? \_\_\_\_\_

**EDUCATION**

	Name and Location of School	Course of Study or Major	# of Years Completed	Diploma/ Degree
Elementary				
High School				
College				
Graduate				
Vocational				

Describe any specialized training, apprenticeships, licenses or skills.

**EMPLOYMENT HISTORY** *(Begin with current or most recent employer. Include any applicable temporary employment, job-related military service assignments, and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.*

Company Name	Employment Dates From To	Salary Start End	Name and Title of Supervisor
Address		\$ \$	
Phone	Describe your duties:		
Reason for leaving and explanation			
Company Name	Employment Dates From To	Salary Start End	Name and Title of Supervisor
Address		\$ \$	
Phone	Describe your duties:		
Reason for leaving and explanation			
Company Name	Employment Dates From To	Salary Start End	Name and Title of Supervisor
Address		\$ \$	
Phone	Describe your duties:		
Reason for leaving and explanation			

Please provide any other information that you feel will help us in considering your application for employment.

Have you received any job-related training in the United States Military? YES  NO   
 Please give dates and explanation:

**REFERENCES** (Please list three persons who are not related to you who can provide professional references.)

Name	Phone Number	Relationship/Occupation	Years Known

**APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION**

**\*PLEASE READ CAREFULLY BEFORE SIGNING\***

I hereby 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 said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by Jay Henges Enterprises, Inc. (hereinafter referred to as "HENGES") that such employment with HENGES is at will, for no specified duration and may be terminated by either HENGES or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of HENGES or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of HENGES except the President has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the President of HENGES.

In consideration for employment with HENGES, if employed, I agree to conform to the rules, regulations, policies and procedures of HENGES at all times and understand that such obedience is a condition of employment. I understand that due to the nature of HENGES business, attendance and punctuality are considered essential requirements of every job at HENGES and that poor attendance or tardiness will result in disciplinary action. I understand that if offered a position with HENGES, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to HENGES 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 this application is considered current for three months. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

**BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
**HENGES IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, NATIONAL ORIGIN, AGE, DISABILITY, GINA, VETERAN STATUS OR ANY OTHER STATUS PROTECTED BY LAW.**