



An Equal Opportunity Employer: The High Mountain Institute does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Answer each question fully and accurately. No action can be taken on this application until you have answered all the questions. Use blank paper if you do not have enough space on this application. PLEASE PRINT NEATLY in ink, except for signatures. In reading and answering the following questions, be aware that none of the questions is intended to imply illegal preferences or discrimination upon non-job-related information.

Form with columns: First Name, Last Name, Middle Name, Today's Date. Rows for Present Address, Permanent Address, Day Phone #, Evening Phone#, Fax #, E-mail.

List your place(s) of legal residence for the past 7 years (for criminal background check purposes): Please list dates, city, and state only:

Have you ever been convicted of any law violation? Include any plea of "guilty" or "no contest" (exclude minor traffic violations)? []Yes []No

If yes, give details in writing on a separate page (a conviction will not necessarily disqualify an applicant from employment)

Are you 18 years of age or older? []Yes []No (If you are hired you may be required to submit proof of age)

Social Security # (optional) _____ - _____ - _____ If hired, can you furnish proof you are eligible to work in the U.S. []Yes []No

Have you ever applied to the High Mountain Institute before? []Yes []No If yes, when?

Have you ever been employed by the High Mountain Institute before? []Yes []No If yes, when?

If employed, do you expect to be engaged in any additional business or employment outside of our job? []Yes []No If yes, give details in writing on a separate page.

For HMI positions that require driving: Do you have a valid driver's license? []Yes []No (Most positions do require driving, contact HMI if you are unsure)

Driver's License # State Class of License

Have you had your driver's license suspended or revoked in the last 3 years? []Yes []No (Note: HMI submits employee names for driving records review)

If yes, give details:

Have you had any moving traffic violations in the last 3 years? []Yes []No (Note: HMI submits employee names for driving records review)

If yes, give details:

List School Name, City, and State for: Diploma/Degree Subjects Studied

High School or GED

College/University

Graduate Study

Vocational/Technical

Other Schools

What skills or additional training do you have that relate to the job for which you are applying?

List professional, trade, business, or civic activities/offices/affiliations/memberships held (exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability, sexual orientation or other protected status):



List the names of employers in consecutive order with present/most recent employers listed first. Account for all periods of time including any periods of unemployment. If self-employed, give the firm name and supply business reference. Note: a job offer may be contingent upon acceptable references from current and former employers.

Name of Employer Job Title/Duties
Address Dates of Employment
City, State, Zip Pay: Start \$ Final \$
Supervisor Telephone Reason for Leaving

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City, State, Zip Pay: Start \$ Final \$
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Have you worked or attended school under any other name(s)? []Yes []No If yes, give name(s):

Are you presently employed? []Yes []No If yes, whom do you suggest we contact?

Have you ever been fired from a job or asked to resign? []Yes []No If yes, please explain:

Please list three references (not relatives or former employers).

Table with 4 columns: Name, Address, City, State, Zip, Phone. Rows 1, 2, 3.

Please read the following carefully before signing: I certify that all information provided in this application is true and complete. I understand that any false information or omission may disqualify me from further consideration and may result in my dismissal if discovered at a later date.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME.

I have read, understand, and by my signature consent to these statements.

Signature Date

This application for employment will remain active for a limited time. Ask the hiring supervisor for details.



FAIR CREDIT REPORTING ACT DISCLOSURE & AUTHORIZATION

DISCLOSURE

As an applicant for employment or a current employee of High Mountain Institute, you are a consumer with rights under the Fair Credit Reporting Act. When any of the following circumstances exist, High Mountain Institute may choose to obtain and use information contained in either a consumer report or an investigative consumer report (including criminal background checks) from a consumer reporting agency about you when: (1) considering your application for employment, (2) making a decision whether to offer you employment, (3) deciding whether to continue your employment (if you are hired), or (4) making other employment-related decisions directly affecting you.

For explanation purposes, a *consumer reporting agency* is a person or business which, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing consumer reports to others, such as High Mountain Institute.

A *consumer report* means any written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing your eligibility for employment purposes.

An *investigative consumer report* means a consumer report or portion thereof in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your neighbors, friends, or associates reported on or with others with whom you are acquainted or who may have knowledge concerning any such items of information.

In the event an investigative consumer report is prepared, you may request additional disclosures regarding the nature and scope of the investigation requested as well as a written summary of your rights under the Fair Credit Reporting Act.

AUTHORIZATION

By signing below, I, _____, hereby voluntarily authorize High Mountain Institute to obtain either a consumer report or an investigative consumer report (including criminal background checks) about me from a consumer reporting agency and to consider this information when making decisions regarding my employment at High Mountain Institute. I understand that I have rights under the Fair Credit Reporting Act, including the rights discussed above. This report may be delivered in either written or electronic form.

Signature

Date

Social Security Number

Date of Birth