



HIRING PROCEDURE FOR NEW ASSOCIATES
SOP 01.34 ATTACHMENT J

**Holcombe Energy
Resource, LLC**

Page 1 of 3

Application for Employment (regular)

Holcombe Energy Resource, LLC – 1 Kim Ave, Suite #5, Tunkhannock, PA 18657
Office: (570) 836 – 8050 | Fax: (570) 836 – 6549 | Website: <http://www.holcombeenergy.com>

INSTRUCTIONS:

Thank you for your interest in employment with Holcombe Energy Resource, LLC. To be considered for employment at Holcombe Energy Resource, LLC, please ensure that all portions of this employment application are accurate and complete. Should you require any accommodation during the employment application process, including assistance in the completion of this employment application, please contact a member of management.

Please do not make reference to a resume. Attaching a resume does not satisfy any required fields of this application.

GENERAL INFORMATION

Name (Last)	(First)	(Middle Initial)	Home Telephone () -	
Address (Mailing Address)	(City)	(State)	(Zip)	Mobile Telephone () -
Social Security Number	Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Date of Birth	Driver License Number			

POSITION

Position or Type of Employment Desired	Will Accept: <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary	Shift: <input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Night <input type="checkbox"/> Rotating
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Salary Desired	Date Available	

EDUCATION AND TRAINING

High School Graduate or General Education (GED) Test Passed? Yes No
If no, list the highest grade completed

College, Business School, Military (Most recent first)

Name and Location	Dates Attended Month/Year	Credits Earned		Graduate	Degree & Year	Major or Subject
		Quarterly or Semester Hours	Other (Specify)			
	From			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	To					
	From			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	To					
	From			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	To					



HIRING PROCEDURE FOR NEW ASSOCIATES
SOP 01.34 ATTACHMENT J

**Holcombe Energy
Resource, LLC**

Page 2 of 3

Languages Read, Written or Spoken Fluently Other Than English

VETERAN INFORMATION

Branch of Service	Date of Entry	Date of Discharge
-------------------	---------------	-------------------

SPECIAL SKILLS (List all pertinent skills and equipment that you can operate)

(Maximum 1000 characters)

WORK EXPERIENCE (List most recent employment first. Include summer or temporary jobs. No more than 10 years history recommended.)

Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 1000 characters)		Hours Per Week
		Last Salary
		Supervisor
		Reason For Leaving
Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 1000 characters)		Hours Per Week
		Last Salary
		Supervisor
		Reason For Leaving



HIRING PROCEDURE FOR NEW ASSOCIATES
SOP 01.34 ATTACHMENT J

**Holcombe Energy
Resource, LLC**

Page 3 of 3

Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 1000 characters)		Hours Per Week
		Last Salary
		Supervisor
		Reason For Leaving
Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 1000 characters)		Hours Per Week
		Last Salary
		Supervisor
		Reason For Leaving

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms.

I certify the information contained in this application is true, correct, and complete.

Signature of Applicant _____ Date _____

Equal Employment Opportunity: While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no effect on your application for employment.