



# Hiring and Termination Forms



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## APPLICATION FOR EMPLOYMENT — EXEMPT POSITION

We are an equal opportunity employer and will not discriminate in the hiring process on the basis of sex, religion, race, color, age, disability, sexual orientation, marital or veteran status, national origin or genetic information.

Date:

Applicant Name:

Present Address:

Telephone:

Permanent Address (If different from present address):

Are you authorized to work in the U.S.?  Yes  No

### POSITION DESIRED

Position:

Date you can start:

Have you previously worked for this company? If so, from \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving:

Former reporting status at this company:

How did you learn about this opening?

Are you currently under a non-compete agreement with a previous employer?  Yes  No

If so, the agreement is with \_\_\_\_\_ for a duration of \_\_\_\_\_ starting on \_\_\_\_\_ and ending on \_\_\_\_\_.

### EDUCATION

High School:

Graduated?

Yes  No

College/University:

Graduated?

Yes  No

Course of Study:

Postgraduate School:

Graduated?

Yes  No

Course of Study:

Other education or training:

Other special skills:

Please list any professional organizations to which you belong:

<b>MILITARY EXPERIENCE</b>		
Branch of Service:	Dates Served:	Rank at Discharge:
Education and Training:		
<b>WORK EXPERIENCE</b>		
Please list all previous employment, beginning with the most recent. If you need more space, you may attach another sheet of paper.		
Employer:		Address:
From            to	Position Held:	Reason for leaving:
Superior's Name & Title:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:		
Starting Salary:		Final Salary:
Employer:		Address:
From            to	Position Held:	Reason for leaving:
Superior's Name & Title:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:		
Starting Salary:		Final Salary:
Employer:		Address:
From            to	Position Held:	Reason for leaving:
Superior's Name & Title:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:		
Starting Salary:		Final Salary:

**REFERENCES**

Please list three references other than relatives or previous employers.

Name:	Name:	Name:
Title:	Title:	Title:
Company:	Company:	Company:
Address:	Address:	Address:
<b>Phone No.:</b>	<b>Phone No.:</b>	<b>Phone No.:</b>
<input type="checkbox"/> <b>Business</b> <input type="checkbox"/> <b>Personal</b>	<input type="checkbox"/> <b>Business</b> <input type="checkbox"/> <b>Personal</b>	<input type="checkbox"/> <b>Business</b> <input type="checkbox"/> <b>Personal</b>

Have you ever been convicted of a crime?\*  Yes  No

If yes, give details, including date(s):

\* A "yes" answer will not automatically disqualify you from employment. We will consider the nature and date of the offense and the job for which you are applying for job-related purposes only, and only to the extent permitted by applicable law.

## AUTHORIZATION AND ACKNOWLEDGMENTS

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that if I am employed, any false statements on this application may be grounds for dismissal.

I authorize investigation of all statements contained in this application. I also grant permission to contact all references listed above, and authorize them to release all information concerning my previous employment and any other pertinent information these references might have, personal or otherwise. I release all parties from all liability for any damage that may result from furnishing this information to you.

I understand and agree that the company may obtain or have prepared a consumer/investigative consumer report concerning my prior employment, military record, education, credit worthiness, or credit standing, credit capacity, character, general reputation, personal characteristics, criminal background, or mode of living. By signing below, I authorize the company to obtain such a report.

I understand and agree that I may be asked to submit to pre-employment tests (including a drug test) upon a conditional offer of employment.

I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time and without prior notice. I understand that nothing in this application constitutes an employment contract.

If employed, I will abide by the organization's rules and procedures.

Applicant Signature:

Date:

## APPLICATION FOR EMPLOYMENT — NON-EXEMPT POSITION

We are an equal opportunity employer and will not discriminate in the hiring process on the basis of sex, religion, race, color, age, disability, sexual orientation, marital or veteran status, national origin or genetic information.

Date:

Applicant Name:

Present Address:

Telephone:

Permanent Address (If different from present address):

Are you 18 years old or older?

Yes  No

Are you authorized to work in the U.S.?

Yes  No

Have you ever worked or attended school under another name? If so, under what name?

Have you ever been convicted of a crime? \*  Yes  No

If yes, give details, including date(s):

\* A "yes" answer will not automatically disqualify you from employment. We will consider the nature and date of the offense and the job for which you are applying for job-related purposes only, and only to the extent permitted by applicable law.

### POSITION DESIRED

Position:

Date you can start:

Are you able to work:

Weekends\*  Yes  No Holidays\*  Yes  No Nights\*  Yes  No

\* if required for the position for which you're applying

Are you available to work overtime?  Yes  No

Have you previously worked for this company? If so, from \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving:

Former supervisor(s) at this company:

How did you learn about this opening?

Are you currently under a non-compete agreement with a previous employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If so, the agreement is with _____ for a duration of _____ starting on _____ and ending on _____.		
<b>EDUCATION</b>		
High School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Technical School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
College/University:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Other education or training:		
Other special skills:		
<b>MILITARY EXPERIENCE</b>		
Branch of Service:	Dates Served:	Rank at Discharge:
Education and Training:		
<b>WORK EXPERIENCE</b>		
Please list all previous employment, beginning with the most recent. If you need more space, you may attach another sheet of paper.		
Employer:		Address:
From _____ to _____	Position Held:	Reason for leaving:
Supervisor's Name & Title:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:		
Starting Hourly Pay:		Final Hourly Pay:
Employer:		Address:
From _____ to _____	Position Held:	Reason for leaving:
Supervisor's Name & Title:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:		
Starting Hourly Pay:		Final Hourly Pay:



Employer:		Address:	
From	to	Position Held:	Reason for leaving:
Supervisor's Name & Title:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:			
Starting Hourly Pay:		Final Hourly Pay:	
<b>AUTHORIZATION AND ACKNOWLEDGMENTS</b>			
<p>I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that if I am employed, any false statements on this application may be grounds for dismissal.</p> <p>I authorize investigation of all statements contained in this application. I also grant permission to contact all references listed above, and authorize them to release all information concerning my previous employment and any other pertinent information these references might have, personal or otherwise. I release all parties from all liability for any damage that may result from furnishing this information to you.</p> <p>I understand and agree that the company may obtain or have prepared a consumer/investigative consumer report concerning my prior employment, military record, education, credit worthiness, or credit standing, credit capacity, character, general reputation, personal characteristics, criminal background, or mode of living. By signing below, I authorize the company to obtain such a report.</p> <p>I understand and agree that I may be asked to submit to pre-employment tests (including a drug test) upon a conditional offer of employment.</p> <p>I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time and without prior notice. I understand that nothing in this application constitutes an employment contract.</p> <p>If employed, I will abide by the organization's rules and procedures.</p> <p>Applicant Signature:</p> <p>Date:</p>			

## **JOB OFFER LETTER — EXEMPT POSITION**

Date

[Applicant Name and Address]

Dear [Applicant Name]:

[Name of Company] is pleased to inform you that after careful consideration, we have decided to offer you the position of [Name of Position]. Should you accept this offer, you will be paid \$[Amount] in [Weekly/Biweekly] installments, which, if annualized, equates to \$[Amount] a year.

As discussed during your interview, [Name of Company] offers employees and their eligible dependents participation in its health and other benefit plans. Information about company benefits, along with guidelines concerning your employment, are contained in [Name of Company]'s employee handbook. You will be issued a copy of the employee handbook at the time your employment commences.

I would like to note that your employment with [Name of Company] will be "at will," meaning that either you or the company may terminate your employment at any time, and for any or no reason.

I would appreciate your advising me of your decision by [Date]. I will be unable to hold this offer open beyond that date.

Thank you for your interest in employment with [Name of Company]. I look forward to hearing from you soon. Please feel free to contact me should you have any questions about this offer or the company in general.

Sincerely,

Signature

Name and Title

## **JOB OFFER LETTER — NON-EXEMPT POSITION**

Date

[Applicant Name and Address]

Dear [Applicant Name]:

[Name of Company] is pleased to inform you that after careful consideration, we have decided to offer you the position of [Name of Position]. Should you accept this offer, you will be paid \$[Amount] per hour, payable in [Weekly/Biweekly] installments. In addition, you will be compensated at one-and-a-half times your hourly rate for overtime hours worked.

As discussed during your interview, [Name of Company] offers employees and their eligible dependents participation in its health and other benefit plans. Information about company benefits, along with guidelines concerning your employment, are contained in [Name of Company]'s employee handbook. You will be issued a copy of the employee handbook at the time your employment commences.

I would like to note that your employment with [Name of Company] will be "at will," meaning that either you or the company may terminate your employment at any time, and for any or no reason.

I would appreciate your advising me of your decision by [Date]. I will be unable to hold this offer open beyond that date.

Thank you for your interest in employment with [Name of Company]. I look forward to hearing from you soon. Please feel free to contact me should you have any questions about this offer or the company in general.

Sincerely,

Signature

Name and Title

## **REJECTION LETTER — INTERVIEWED APPLICANTS**

Date

[Applicant Name and Address]

Dear [Name of Applicant]:

It was a pleasure meeting you on [Date] during your interview for the position of [Name of Position]. Your credentials and accomplishments are impressive.

We have reviewed your background and experience, and although your qualifications are excellent, we have decided another candidate more closely fits the position's requirements at this time.

I would be happy to keep your résumé on file for [Time Period] for consideration of future job openings that may be more appropriate.

In the meantime, thank you for your interest in [Name of Company]. We wish you the best of luck in your job search.

Sincerely,

Signature

[Name and title]

## **EMPLOYEE HANDBOOK AND AT-WILL EMPLOYEE STATUS ACKNOWLEDGMENT**

I, the undersigned employee, hereby acknowledge that I have received and read a copy of [Company]'s Employee Handbook.

I further understand and agree that:

1. Additional information and policies may be implemented from time to time by [Company], and I will also be required to read and understand them.
2. The employee handbook is not an employment agreement or guarantee of employment of any length or duration.
3. I am an "at-will" employee, which means either myself or [Company] may terminate the employment relationship, for any reason or for no reason, at any time.
4. My status as an at-will employee can only be changed through a written agreement duly authorized and executed by [Representative's Name] of [Company] and the employee.
5. There have been no statements, agreements, promises, representations or understandings made by any officer, employee or agent of [Company] inconsistent with this acknowledgment form.

Signature of Employee:

Printed Name of Employee:

Date:

Signature of HR Representative:

Printed Name of HR Representative:

## EXIT INTERVIEW FORM (VOLUNTARY TERMINATION)

(Give this form consisting of a rating section and questionnaire to the employee to complete during an exit interview.)

Your opinions of your employment here are very important in our efforts to maintain a positive working environment.

Please be assured that your answers *will not* become a part of your permanent personnel record file or affect your reemployment possibilities, should you desire to seek reemployment.

Name (optional):

Resignation Date:

Hire Date:

Job Title:

Location:

(Please place an "X" beside your reason for leaving.)

REASON(S) FOR LEAVING: (Mark as many as apply.)

- 1. Secured a different job
- 2. Dissatisfied with pay
- 3. Moving from area
- 4. Family circumstances
- 5. Health reasons
- 6. Dissatisfied with type of work
- 7. Other (please explain):

(Please rate the following company issues from 1 to 10 — with 10 being the best)

Training                    1   2   3   4   5   6   7   8   9   10  
                                  

Comments:

Benefits                   

Comments:

Career opportunities   

Comments:

Supervision             

Comments:

Working conditions    

Comments:

Pay                        

Comments:

Type of work performed

Comments:

Job expectations met   

Comments:

Company's commitment  
to customer service

         

Comments:

Company's commitment  
to its employees

         

Comments:

1. What experiences were dissatisfying to you during your employment?

2. What suggestions would you recommend to make this a better company?

3. What did you like most about working here?

Are there any other comments — positive or negative — that you would like to make? Please detail. (Feel free to use the back of this form or attach another sheet.)

Employee's Signature:

Date:



## **TERMINATION LETTER (EXCESSIVE ABSENTEEISM)**

Date

Employee Name  
Address

Dear [Employee Name],

As stated in previous personnel file documentation, your record of absence from work has kept you from performing the full schedule of assignments that would fulfill your position. Your last chance agreement indicated that a continuation of that pattern of absence would lead to my recommendation for your termination. You signed that agreement.

A current review of your attendance indicates that you have been absent from work for [Number] days since [Date].

In view of your poor attendance record, I am recommending to the Human Resources Director, by copy of this letter, that your employment with the company be terminated effective [Date], as per company policy.

Should you desire to meet with either myself or your HR representative, or any other member of management, for the purpose of further discussing this intended action, please notify us within [Number] working days after receipt of this letter.

Sincerely,

Manager

CC: Personnel File  
HR Director  
President