



HARTSHORNE MINING, LLC

Today's Date _____

Referred By _____

Last 4 SSN _____

PERSONAL DATA

Last	First	Middle	
FULL NAME:			
Address	City	State	Zip
ADDRESS			
HOME PHONE	CELL PHONE	EMAIL	
Person to notify in case of an emergency:		Phone Number:	

EMPLOYMENT INFORMATION

Position you are applying for _____ Date available for work _____

In many Hartshorne Mining LLC positions, a flexible work schedule is important in meeting the needs of our business and inability to satisfy these work schedules may limit further consideration of your application. Please indicate if you are able and willing to perform the following schedules:

Work availability (check all that apply) _____ 1st Shift _____ 2nd Shift _____ 3rd Shift

Type of employment desired _____ Full-time _____ Part-Time _____ Seasonal _____ Temporary

Do you have any commitments to another employer that might affect your employment with Hartshorne Mining LLC?
_____ Yes _____ No If yes, please explain _____

Summarize any mining certifications, special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying:

GENERAL INFORMATION

Have you ever been convicted of a criminal offense, either felony or misdemeanor? Do not answer regarding convictions that have been expunged, sealed, annulled, dismissed, erased, impounded, cleared, vacated or officially pardoned. A conviction will not necessarily preclude employment, as each case will be reviewed on its individual facts. Failure to honestly answer this question will result in discontinued consideration of your application or termination of your employment.
_____ YES _____ NO

If yes, provide details: _____

EDUCATIONAL BACKGROUND

Starting with your most recent school attended, provide the following information.

School (include City and State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

EMPLOYMENT HISTORY

Employer name and address _____
 Position _____
 Start date _____ End date _____ Reason for leaving _____

Employer name and address _____
 Position _____
 Start date _____ End date _____ Reason for leaving _____

Employer name and address _____
 Position _____
 Start date _____ End date _____ Reason for leaving _____

Explain any gaps in your work history _____

Have you ever been terminated involuntarily from a job? _____ YES _____ NO

If yes, provide details: _____

REFERENCES

List names and telephone numbers of three business/work references who are **not** related to you and are **not** previous supervisors. If not applicable, list three school or personal references who are **not** related to you.

Name	Title	Relationship to You	Telephone	E-mail	# of Years Known
			()		
			()		
			()		

**Hartshorne Mining LLC
 Certification, Authorization, Waiver and Agreement**

Please read and initial each paragraph below:

_____ I agree and hereby authorize Hartshorne Mining LLC to conduct a background inquiry to verify the information on this application and other matters related to my suitability for employment and further, authorize my current and former employers to disclose to the company any and all letters, reports, and other information pertaining to my employment with them, without giving me prior notice of such disclosure. In addition, I hereby release Hartshorne Mining LLC, my current and former employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I consent that Hartshorne Mining LLC may share, to the extent permitted by law and released by me, all information included in my background check and/or drug screen where I am being considered for employment.

_____ I understand that if offered employment, the offer may be contingent on my passing a pre-employment alcohol and drug screen and some positions may require a post-offer, pre-employment physical. By signing this application, I voluntarily agree to submit to a pre-employment alcohol/drug screen and a post-offer, pre-employment physical upon request. I understand that failure to pass the alcohol/drug screen and/or physical may result in withdrawal of the employment offer.

_____I agree that Hartshorne Mining LLC may conduct alcohol or drug screening at its sole discretion with or without notice. Alcohol/drug screening will also occur if I should report a work-related injury. I also understand that refusal to submit to an alcohol/drug screen will be considered a voluntary resignation of employment.

_____I agree that I am able to perform the essential functions of the position I have applied for.

_____I understand that Hartshorne Mining LLC does not discriminate in employment and no question on this application is intended or used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by federal, state or local laws, statutes or regulations.

_____I understand that nothing contained in the application or conveyed to me during any interview which may be granted is intended to create an employment contract, implied or explicit, between Hartshorne Mining LLC and me. In addition, I understand and agree that if employed, my employment relationship with Hartshorne Mining LLC is strictly voluntary and at our mutual will. I understand that if employed, my employment is for no definite period and may be terminated at any time, with or without prior notice, with or without cause or reason, at the option of either myself or Hartshorne Mining LLC, and that no promises or representations contrary to the foregoing binding on Hartshorne Mining LLC, unless made in writing and signed jointly by the President/CEO and myself.

_____I understand that if offered employment, I will, as a condition of my employment, be required to submit proof of my identity and legal right to work in the United States prior to my first day of employment.

_____If the position applied for requires driving in the course of work, I understand that I will be required to possess a current and valid driver's license and understand that I will be required to provide a copy of my official record and proof of insurance. I also understand that any offer of employment is contingent on my ability to be covered by Hartshorne Mining LLC auto insurance, if required for my position.

_____I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement on the application or on any documents used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____While I understand that this application will be kept in active status for a period of 180 days, I understand that if I wish to be considered for employment beyond this period, I should inquire as to whether or not applications are being accepted for the position for which I am interested and, if so, submit a new application.

My signature below certifies that I have read and understand this application and agree to the terms and conditions outlined in this document.

Applicant's Signature: _____ Date: _____

Hartshorne Mining LLC considers all applicants for employment without regard to race, color, religion, gender, national origin, age, disability, marital or military status, or based on any individual's status in any group or class protected by applicable federal, state or local law. The completion of this application does not automatically result in either an employment interview or job offer. Your employment application is kept in active status for 180 days during which Hartshorne Mining LLC may decide if it wants to consider you for employment. After one year, your employment application will no longer be kept on file. You will have to complete a new application to be considered for employment.