



EMPLOYMENT APPLICATION

Temporary, temp-to-hire and direct-hire opportunities

Huff Consulting LLC is an equal opportunity employer. Please answer only the questions requested. Do not provide medical information, Social Security numbers, banking information, or Form I-9 documents on this application.

1. Applicant Information

Legal name: _____		Preferred name: _____	
Street address: _____			Apt/Unit: _____
City: _____	State: _____	ZIP: _____	County: _____
Mobile phone: _____		Email: _____	
Preferred contact: ☐ Call ☐ Text ☐ Email		Referral source: _____	

2. Job Preferences and Availability

Position(s) or work type requested: _____	
Available start date: _____	Desired pay: \$ _____ per ☐ hour ☐ year
Employment type: ☐ Full-time ☐ Part-time ☐ Temporary ☐ Temp-to-hire ☐ Direct hire	
Shift availability: ☐ 1st ☐ 2nd ☐ 3rd ☐ Weekend ☐ Rotating ☐ Overtime	
Days available: ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun	
Reliable transportation to assigned worksites? ☐ Yes ☐ No	Maximum commute: _____ miles / _____ minutes

Are you at least 18 years old? ☐ Yes ☐ No

If no, employment may be subject to applicable youth-employment requirements and position restrictions.

Can you perform the essential functions of the position for which you are being considered, with or without reasonable accommodation? ☐ Yes ☐ No

Do not identify a disability or medical condition on this form. Applicants may request a reasonable accommodation during the application or hiring process by contacting Huff Consulting.

Have you previously worked for or applied through Huff Consulting? ☐ Yes ☐ No

If yes, provide approximate date and assignment/client, if known: _____

Will you require employer sponsorship now or in the future to work in the United States? ☐ Yes ☐ No

In compliance with federal law, every person hired must verify identity and employment eligibility and complete the required employment eligibility verification process after accepting employment.

3. Work Experience

List your most recent employer first. Include military, apprenticeship, contract, temporary, volunteer, or self-employment experience when relevant. Attach a resume if preferred.

Employer 1

Company: _____		City/State: _____	
Job title: _____		Supervisor: _____	
Start date: _____	End date: _____	Starting pay: \$ _____	Ending pay: \$ _____
Primary duties, machines, software, or equipment used: _____			
Reason for leaving: _____			
Employer phone/email, if known: _____		May we contact this employer? ☐ Yes ☐ No	

Employer 2

Company: _____		City/State: _____	
Job title: _____		Supervisor: _____	
Start date: _____	End date: _____	Starting pay: \$ _____	Ending pay: \$ _____
Primary duties, machines, software, or equipment used: _____			
Reason for leaving: _____			
Employer phone/email, if known: _____		May we contact this employer? ☐ Yes ☐ No	

Employer 3

Company: _____		City/State: _____	
Job title: _____		Supervisor: _____	
Start date: _____	End date: _____	Starting pay: \$ _____	Ending pay: \$ _____
Primary duties, machines, software, or equipment used: _____			
Reason for leaving: _____			
Employer phone/email, if known: _____		May we contact this employer? ☐ Yes ☐ No	

4. Skills, Licenses and Certifications

Mark all that apply and provide years of experience where relevant.

☐ Manufacturing / production _____ years	☐ Warehouse _____ years	☐ Assembly _____ years
☐ Machine operation _____ years	☐ Plastic extrusion _____ years	☐ Forklift _____ years
☐ Heavy equipment _____ years	☐ Excavator _____ years	☐ Construction _____ years
☐ Maintenance _____ years	☐ Welding _____ years	☐ Electrical _____ years
☐ CDL: Class _____ State _____ Exp. _____	☐ Valid driver license	☐ OSHA card / safety certification
☐ Healthcare certification: _____	☐ Administrative / clerical	☐ Accounting / bookkeeping
☐ Computer/software: _____	☐ Other: _____	

Certification or license details and expiration dates: _____

5. Education and Training

School or program	City/State	Diploma, degree, credential or training completed
_____	_____	_____
_____	_____	_____
_____	_____	_____



6. Applicant Certification and Communication Consent

I certify that the information I provided is true and complete to the best of my knowledge. I understand that materially false or misleading information or material omissions may disqualify me from consideration or may result in termination of employment if discovered after hire.

I authorize Huff Consulting to contact the employers and references I identified as permitted above for employment-verification purposes. I understand that any consumer report or third-party background screening will require a separate disclosure and authorization.

I understand that completing this application does not guarantee an interview, assignment, offer, minimum number of hours, or length of employment. Unless a written agreement signed by an authorized Huff Consulting representative states otherwise, any employment relationship is at will and may be ended by either party at any time, subject to applicable law.

I consent to receive employment-related calls, texts, and emails at the contact information I provided, including application updates, interview notices, assignment information, schedule changes, and onboarding reminders. Standard message and data rates may apply. I may request a different communication method by contacting Huff Consulting.

By signing electronically or by hand, I agree that my signature has the same effect as a handwritten signature and that I may request a paper copy.

Applicant Signature: _____	Date: _____
Printed Legal Name: _____	Application ID: _____

7. Huff Consulting Staff Use Only

Do not place Social Security numbers, banking information, Form I-9 documents, tax forms, medical details, drug-test results, or full background reports in this section.

Date received: _____	Recruiter/owner: _____	Candidate ID: _____
Initial status: ☐ New ☐ Review ☐ Contacted ☐ Qualified ☐ Onboarding ☐ Inactive		
Potential job/client matches: _____		
Key skills/experience summary: _____		
Follow-up needed: ☐ Resume ☐ Certification ☐ Interview ☐ Background authorization ☐ Other: _____		
Staff notes: _____		