

# EMPLOYMENT APPLICATION

SDH Hemp Group  
 P.O. Box 5757  
 High Point, NC 27262  
 (336) 553-5882  
 E-Mail: SDHHempRevolution@Gmail.com



Please complete NEATLY, by Typing or in Black Ink. If a section does not apply, use N/A. Continue on blank page if necessary.

## APPLICANT INFORMATION (USE ADDITIONAL SHEET IF NECESSARY)

Last Name				First			M.I.		Today's Date	
Street Address							Apartment/Unit #			
City				State			ZIP			
Phone				E-mail Address						
Date Available				Social Security No.			Desired Salary			
Position Applied for (Circle One)					Location Applied To:					
Posting Number:			I am seeking:							
Are you a citizen of the United States?				Are you authorized to work in the U.S.?						
Have you ever worked for this company?				If so, when?						
Is there anything in your history which might prevent you from obtaining a bond or insurance?				If yes, explain*						
Understand that my consideration may include a background check and/or review to be added to company's insurance. And that this may affect my consideration for this position. (Please list all items on remarks sheet).: _____ <b>Check Here.</b>										
Please Indicate the Hours You Are Available to Work on Any Given Day										
Sun	Mon	Tues	Wed	Thurs	Fri	Sat				
Are There any specific days you may be unavailable? If so, which ones? Do you have any immediate (within the next year) plans for travel or long term (3 days or more) requests for days off for any reason? If So, When and for how long (for future planning, not consideration purposes)?										
Do you require any special accommodations in the workplace? If so, may we ask what (not a consideration, so, in event of your employment, we can provide them)?										
Have you ever been dismissed or asked to resign from any employer? If Yes, please explain										

## EDUCATION (USE ADDITIONAL SHEET IF NECESSARY)

High School				Address						
From	To	Did you graduate?	Degree							
College				Address						
From	To	Did you graduate?	Degree							
Other				Address						
From	To	Did you graduate?	Degree							
Other				Address						
From	To	Did you graduate?	Degree							

Do you possess a Valid Driver's License? If yes, please give License Number and State Issued:

Please List any skill/ability which you possess that will aid in this position:

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## REFERENCES

*Please list three professional and one personal reference. Note, we will contact your references about you, please inform them.*

Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

What did you LIKE and DISLIKE about your previous (most recent) job(s)?

If still employed, why do you want to leave your CURRENT job?

Please describe any Community Involvement you currently have (volunteer work, organizations, etc.,)

Why are you interested in working for our company?

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## PREVIOUS EMPLOYMENT (USE ADDITIONAL PAGE IF NECESSARY, PLEASE ENTER LAST 10 YEARS)

Company					Phone				
Address					Supervisor				
Job Title				Starting Salary	\$			Ending Salary	\$
Responsibilities									
From		To		Reason for Leaving					
May we contact your previous supervisor for a reference?							If NO, Why?		
Company					Phone				
Address					Supervisor				
Job Title				Starting Salary	\$			Ending Salary	\$
Responsibilities									
From		To		Reason for Leaving					
May we contact your previous supervisor for a reference?							If NO, Why?		
Company					Phone				
Address					Supervisor				
Job Title				Starting Salary	\$			Ending Salary	\$
Responsibilities									
From		To		Reason for Leaving					
May we contact your previous supervisor for a reference?							If NO, Why?		

## MILITARY SERVICE

Branch					From		To		
Rank at Discharge					Type of Discharge				
If other than honorable, explain in remarks.		Are you a current, or plan to join, member of the Reserves? (if yes, please list drill schedule in remarks)							
Did you possess ANY TYPE of Security Clearance?						If Yes, what kind:			

## MISCELLANEOUS

Please attach copies of any Certifications, Certificates, Diplomas/Transcripts, Letters, or any other item you feel will be beneficial to your application.

Do you speak any language besides English? If Yes, then which one(s):

## DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I understand that my employment may be contingent upon a thorough background check and reference checks. I understand that I may only be contacted if this application leads to further consideration.  
 If this application leads to employment, I understand that false or misleading information in my application or interview may result in termination of my employment, even if already serving in the position applied.  
 I certify that I have read the job description (including duties, responsibilities, and prerequisites) and am applying for a position which I am qualified for and able to fulfill the duties required.  
 The SDH Hemp Group and its subsidiaries are an Equal Opportunity Employer.

Signature

Date



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## Submission Instructions:

1. Fill out COMPLETELY in Black Ink, Typed, or Printed from Computer.
2. If additional space is required, use the remarks sheet, and if necessary, continue NEATLY on another sheet of paper. Check the continuation box if required.
3. If you have any additional documents (certificates, letters of recommendation, diplomas, transcripts, etc.) ensure that they are neat, legible copies and attach to your application. (We recommend you keep an additional set of "back-up" copies for your records.

### A. Submit in person:

Bring your application along with any additional materials to one of our retail locations and present it to the employees there, who will route it to the necessary manager. The employee will likely not review it for completeness or otherwise, so ensure you have had it proofread and reviewed beforehand. Note, also, our locations DO NOT provide written, nor any other type, of verification that you have applied with us.

### B. Submit by mail:

Prepare your application (with all attachments) as you would for above. Then place it, NEATLY, inside an appropriately sized envelope and mail it to our address here:

*SDH Hemp Group  
Attn: Employment Applications  
P.O. Box 5757  
High Point, NC 27262*

Note, if you desire to receive confirmation of delivery, DO NOT call our office/locations. As above, we do not provide confirmations of received/submitted applications. You may, however, send it with Delivery Confirmation or Certified Mail services (at your cost, per the carrier) and use that confirmation number.

### C. By Fax:

We currently DO NOT have or utilize a fax service or number.

### D. Electronically:

1. After completing and assembling your application package, you may scan it and e-mail it to us at: [SDHHempRevolution@Gmail.com](mailto:SDHHempRevolution@Gmail.com), Subject Line: Employment Application.

You may request a "Delivery Receipt" with your e-mail to show we received it, but, like above, we do not provide written or verbal confirmations of the submission of applications.

2. If available (depending upon which PDF viewer and version, and browser you are using, there may be an option to complete and submit the form directly from within the form. If you have additional documents, please scan them, and e-mail them to the above (D.1) e-mail address, except use the subject line ADDITIONAL DOCUMENTS FOR EMPLOYMENT APPLICATION (your name, last 4 ssn).

Thank you for taking the time to apply for a position with our company. We wish you the best of luck in the process, and in any future endeavors. Remember, should you not be selected, you may not receive any further communication, but your application will be held on file for 1 year. Also, the SDH Hemp Group is an Equal Opportunity Employer.

*For Office Use Only*

\_\_\_\_ (Initial) Application Received \_\_\_\_/\_\_\_\_/\_\_\_\_ @ \_\_\_\_: \_\_\_\_  
\_\_\_\_ (Initial) Telephone Interview Conducted on \_\_\_\_/\_\_\_\_/\_\_\_\_ @ \_\_\_\_: \_\_\_\_.

Make corrections/additions in a different color Ink on this form.

\_\_\_\_ (Initial) In-Person Interview Scheduled for \_\_\_\_/\_\_\_\_/\_\_\_\_ at \_\_\_\_: \_\_\_\_.

Attach Interview Form and give to the manager conducting interview.

*Results:*