

Application For Employment



(PLEASE PRINT)

Position(s) Applied For	Date of Application	
How did you learn about us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____

Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
Telephone Number (s)			Social Security Number		

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No
If Yes, give Date _____

Have you ever been employed with us before? Yes No
If Yes, give Date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this Country because of Visa or Immigration Status? Yes No
Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last 7 years? Yes No
Conviction will not necessarily disqualify an applicant from employment.

If yes, Please explain _____

Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and/ or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

1.

Employer		Dates employed		Work Performed
		From	To	
Address				
Telephone Number		Hourly Rate/ Salary		
Job Title	Supervisor	Starting	Final	
Reason for Leaving				

2.

Employer		Dates employed		Work Performed
		From	To	
Address				
Telephone Number		Hourly Rate/ Salary		
Job Title	Supervisor	Starting	Final	
Reason for Leaving				

3.

Employer		Dates employed		Work Performed
		From	To	
Address				
Telephone Number		Hourly Rate/ Salary		
Job Title	Supervisor	Starting	Final	
Reason for Leaving				

4.

Employer		Dates employed		Work Performed
		From	To	
Address				
Telephone Number		Hourly Rate/ Salary		
Job Title	Supervisor	Starting	Final	
Reason for Leaving				

If you need additional space, please continue on separate sheet of paper.

List Professional, trade, business, or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

Additional Information

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills

Check Skills/ Equipment Operated

<input type="checkbox"/> PC	<input type="checkbox"/> Word		
<input type="checkbox"/> Fax	<input type="checkbox"/> Excel		
<input type="checkbox"/> Copier	<input type="checkbox"/> Publisher	Production Mobile Machinery (list):	Other:
<input type="checkbox"/> Printer	Database(s): _____	_____	_____
Accounting Software: _____		_____	_____
Typing Speed: _____ wpm		_____	_____
Other: _____			

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied?

YES NO

References

1.	_____	_____
	(Name)	Phone #

	(Address)	
2.	_____	_____
	(Name)	Phone #

	(Address)	
3.	_____	_____
	(Name)	Phone #

	(Address)	

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that that "at will" employment relationship may not be changed by any written document for by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____
_____ Interview _____ Date _____

Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate/ Salary _____ Department _____

By _____
Name and Title Date

NOTES:



Name: _____ Date: _____

Please consider each area carefully and rate yourself by placing an “X” in the appropriate column. You may mark at one side or another to indicate degree of skill.

Skill Categories	Highly Skilled	Somewhat Skilled	Not Skilled
Drywall Hang			
Taping and finishing			
Spray Texture			
Tile Ceramic, Installing			
Marble, Installing			
Suspended ceilings			
Skylights			
Appliances, Installing			
Gutters			
Siding Wood			
Aluminum			
Vinyl			
Stucco			
Carpet laying			
Cabinets Building			
Installing			

Skill Categories	Highly Skilled	Somewhat Skilled	Not Skilled
Countertops Installing			
Corian			
Rough Carpentry			
Rafter Layout			
Step Layout			
Steel siding			
Finish Carpentry Windows			
Doors			
Handrails			
Stairs			
Electrical Stereo			
Video			
Computer			
Phone			
Low Voltage			
Plumbing			
HVAC			
Brick Work			
Block Work			
Concrete Slab			
Glass block			
Backsplash Ceramic			
Laminate			
Painting and staining			
Wallpapering			
Wood flooring			
Window Glazing			

Skill Categories	Highly Skilled	Somewhat Skilled	Not Skilled
OSHA regulations and safety requirements			
Landscaping Retaining walls, buildings			
Trees, removing			
Roofing			
Replacement windows			
Metal cladding/ brake work			
Scheduling takeoffs, and ordering			
Paperwork			
Other(s)			
1.			
2.			
3.			
4.			
5.			
6.			