



Employment Application

Date: _____

APPLICANT INFORMATION

Last Name		First, M.I.	
Mailing Address			Apartment/Unit #
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.	Date of Birth	
Position Applied for			
Desired Salary	How were you referred?		
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Are you currently employed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, by whom?

EDUCATION

High School		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
College		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
Other		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree

PREVIOUS EMPLOYMENT

Company		Phone
Address		Supervisor
Job Title	Starting Salary \$	Ending Salary \$
List the jobs you held, duties and responsibilities performed, and skills used or learned while you worked at this company.		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary
List the jobs you held, duties and responsibilities performed, and skills used or learned while you worked at this company.			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary
List the jobs you held, duties and responsibilities performed, and skills used or learned while you worked at this company.			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

SKILLS & QUALIFICATIONS

Professional licenses, certifications or registrations:

Types of computers, software and other equipment you are qualified to operate or repair:

Additional skills, qualifications, abilities, other languages or information regarding the position you wish to bring to the employer's attention:

List below the type of construction projects/office work that you have done in the past:

Can you read and understand blueprints & specifications. If yes, list below:

List below the tools/equipment you own:

Why should this company hire you?

ADDITIONAL INFORMATION

Do you have a valid driver's license? YES NO Driver's license number _____ State issued _____

May we have permission to verify valid Driver's License? YES NO

What is your means of transportation to work? _____

Have you had any tickets or moving violations during the past 3 years? If yes, explain: YES NO

Have you had any accidents during the past 3 years? If yes, explain: YES NO

Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgment to a felony?

YES NO If yes, explain: _____

Have you ever been treated for alcohol or drug addiction? YES NO

This company abides by random drug/alcohol testing. Do you agree to participate in this program? YES NO

Shirt Size: XXS XS S M L XL 2X 3X 4X Other _____ Jacket Size: XXS XS S M L XL 2X 3X 4X Other _____
(Circle One) (Circle One)

REFERENCES

Please list three professional references.

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

DISCLAIMER AND SIGNATURE

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

I hereby agree to authorize an investigation of all statements contained in this application. I understand that misrepresentation or omission of facts is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

I also understand that if I am hired, that the first ninety (90) days after date of hire, will be a probation period and that I may be terminated without prior notice or just cause.

This company is an Equal Employment Opportunity employer.

Signature _____

Date _____

ATTACH A COPY OF THE FOLLOWING: **VALID DRIVER'S LICENSE/ID** **SOCIAL SECURITY CARD**

ACTIVE BUSINESS LICENSE(S) **SAFETY TRAINING CERTIFICATE(S)** **OTHER**