

JIM CRAWFORD CONSTRUCTION COMPANY AT-WILL EMPLOYMENT

APPLICATION FOR OFFICE

Personal Information:

Date: _____

Name: _____

Last

First

Middle

Present Address: _____

Street

City

State

Zip

Phone Number: _____ **Referred by:** _____

Drivers License # _____

Employment Desired:

Position: _____ **Date you can start:** _____

Is your secretarial background construction: _____ **If not, what?:** _____

Computer Programs Known: Microsoft Word _____ Construction Partner _____ Excel _____

Others: _____

Ten Key: _____ **Typing per minute:** _____ **Experience in Job Costing:** _____

Payroll: _____ **Payroll Reports:** _____ **Filing:** _____ **Phones:** _____

Special Training: _____

Salary Range: \$ _____ to \$ _____ **Years Experience:** _____

Previous Employers:

Name	Phone number	Position	Direct Supervisor	Years
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1. _____

Reason for Leaving: _____

2. _____

Reason for Leaving: _____

3. _____

Reason for Leaving: _____



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