**APPLICATION FOR EMPLOYMENT**

Hayes Mechanical, Inc.

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, veteran status, and other legally protected status.

**PLEASE PRINT**

|  |  |
| --- | --- |
| **Position(s) Applied For:** | **Date of Application:** |
| **How did you hear about us?  Advertisement** ** Employment Agency** ** Friend** ** Relative** ** Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Last Name** | **First Name** | **Middle Name** |
| **Address** | **City** | **State** | **Zip Code** |
| **Home Phone:****Cell Phone:** | **Social Security Number** |
|  |  |
| **Best time to contact you at home is:** | **\_\_\_\_\_:\_\_\_\_\_ AM / PM** |
| **Have you ever filed an application with us before?****If Yes, give date \_\_\_\_/\_\_\_\_/\_\_\_\_** | ** Yes  No** |
| **Have you ever been employed with us before?****If Yes, give date \_\_\_\_/\_\_\_\_/\_\_\_\_** | ** Yes  No** |
| **Do any of your friends or relatives, other than spouse, work here?****If Yes, state name, relationship, and location:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | ** Yes  No** |
| **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? (*Proof of citizenship or immigration status will be required upon employment*)** | ** Yes  No** |
| **Are you Currently on “lay-off” status and subject to recall?** | ** Yes  No** |
| **Can you travel if a job requires it?** | ** Yes  No** |
| **Date available for work \_\_\_\_/\_\_\_\_/\_\_\_\_** | ** Yes  No** |
| **WE ARE AN EQUAL OPPORTUNITY EMPLOYER** |

**I. EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School** | **Name and address of School** | **Course of Study** | **Years Completed** | **Diploma/ Degree** |
| **High School** |  |  |  |  |
| **Undergraduate College** |  |  |  |  |
| **Graduate/ Professional** |  |  |  |  |
| **Other (Specify)** |  |  |  |  |

**II. WORK EXPERIENCE**

 **(*Start with your present or last job*)**

|  |  |  |
| --- | --- | --- |
| **Employer:** | **Dates Employed** | **Work Performed:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Address:** | **From:** | **To:** |
| **Telephone Number(s):** |
| **Starting/Present Job Title:** | **Hourly Rate/ Salary** |
| **Supervisor:** | **Starting:** | **Final:** |
| **Reason for Leaving:** |
| **May we contact?  Yes  No** |

|  |  |  |
| --- | --- | --- |
| **Employer:** | **Dates Employed** | **Work Performed:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Address:** | **From:** | **To:** |
| **Telephone Number(s):** |
| **Starting/Present Job Title:** | **Hourly Rate/ Salary** |
| **Supervisor:** | **Starting:** | **Final:** |
| **Reason for Leaving:** |
| **May we contact?  Yes  No** |

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

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| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**III. ADDITIONAL INFORMATION**

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| **Other Qualifications (**summarize special job-related skills and qualifications acquired from employment or other experience)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**IV. SPECIALIZED SKILLS**

 **(*Skills/ Equipment Operated*)**

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| --- | --- | --- |
| **State any additional information you feel may be helpful to us in considering your application.**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Production/ Mobile****Machinery (List)****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Other (List)****\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**V. PERSONAL/ PROFESSIONAL REFERENCES**

 **(*Do not include family members or past supervisors*)**

|  |  |  |  |
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| **Name** | **Phone Number** | **Best Time to Call** | **Occupation** |
| **1.** |  |  |  |
| **2.** |  |  |  |