

## APPLICATION FOR EMPLOYMENT

### Personal Information

|                             |           |
|-----------------------------|-----------|
| Full Name (Last Name First) | Phone No. |
| Mailing Address             |           |
| Permanent Address           |           |
| Social Security No.         | Email     |

### Education

|  | High School   | College/Trade  | Graduate/Professional | Certifications |
|--|---|--|-----------------------|----------------|
| School Name  |   |  |                       |                |
| Years Completed<br>(Circle Highest)                            | 9 10 11 12  | 1 2 3 4  | 1 2 3+                |                |
| Diploma/Degree   | <input type="checkbox"/> Diploma <input type="checkbox"/> GED | <input type="checkbox"/> BA <input type="checkbox"/> BS <input type="checkbox"/> Other |                       |                |
| Major/Area of Concentration/<br>Certification No. & Expiration |   |  |                       |                |

### Previous Employment (List in chronological order, starting with the most recent)

| Employer                               | Job Title and Type of Business | Dates | Salary | Reason for Leaving |
|--|--------------------------------|-------|--------|--------------------|
| Name: _____<br>Address: _____<br>_____ |                                |       |        |                    |
| Name: _____<br>Address: _____<br>_____ |                                |       |        |                    |
| Name: _____<br>Address: _____<br>_____ |                                |       |        |                    |

### Special Skills (check all that apply)

Accounting       Languages - Other than English, please list: \_\_\_\_\_  
 Computer         Management       Estimating         Operating Heavy Machinery  
 Pipe Laying       Other \_\_\_\_\_

|                         |                |                      |
|-------------------------|----------------|----------------------|
| <b>Desired Position</b> |                |                      |
| Title of Position       | Desired Salary | Available Start Date |

|   |         |                          |
|---|---------|--------------------------|
| <b>References (List two business references and one personal reference)</b> |         |                          |
| Name  | Address | Phone No. & Job Position |
| Name  | Address | Phone No. & Job Position |
| Name  | Address | Phone No. & Job Position |

|                          |                           |           |
|--------------------------|---------------------------|-----------|
| <b>Emergency Contact</b> |                           |           |
| Name                     | Relationship to Applicant | Phone No. |

|  |           |           |        |
|--|-----------|-----------|--------|
| <b>Questionnaire (Circle)</b>                                      |           |           |        |
| 1. Are you less than 18 years of age?                              | Yes       | No        |        |
| 2. Have you previously applied for a job with our company?         | Yes       | No        |        |
| 3. Have you previously worked for our company?                     | Yes       | No        |        |
| 4. You understand that completion of an I-9 Form is required?      | Yes       | No        |        |
| 5. Are you able to work:   | Full-time | Part-time | Summer |
| 6. Do you have any friends or relatives that work for our company? | Yes       | No        |        |
| 7. You understand that a pre-employment drug screen is required?   | Yes       | No        |        |

In compliance with Federal and State equal opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, gender, physical or mental disability, national origin, sexual orientation, creed, culture, or ancestry.

**Applicant's Initials** \_\_\_\_\_

I certify that the information I have provided in this employment application is accurate and has been completed to the best of my knowledge and ability. I understand that any falsification, misrepresentation, or omission in my application, interviews, or any other employment record may be a sufficient reason not to hire me or may be a reason for dismissal. I authorize you to make such investigations and inquires to verify the information set forth in this application, interviews or any other employment record, including a background check, employment history verification, financials and other related matters as may be deemed necessary to arrive at an employment decision. I hereby release employers, schools, or persons from any liability arising from responding to valid requests for this information. I understand that, if hired, the employment relationship shall be considered "at will." Last, I understand that if hired, I agree to abide by the company rules.

|                              |             |
|------------------------------|-------------|
| <b>Applicant's Signature</b> | <b>Date</b> |
| X                            |             |