

Employment Application- General

Date: _____

Applicant Information			
Full Name:			
	Last	First	M.I.
Address:			
	Street Address		Apartment/Unit #
City	State		ZIP Code
Home Phone:		Email:	
Cell Phone:			
Emergency Contact Information (Name):			
Relationship to you:		Phone Number:	
Position Applied For			
Position Desired:			Desired Salary:
Type of Employment desired:	Full time ☐	Part time ☐	Temporary ☐
Available days / hours	Are you able to TRAVEL? ☐ YES ☐ NO		
Are you available for over time?	YES ☐	NO ☐	
Are you over age 18?	YES ☐	NO ☐	
Are you able to perform the essential functions of the job for which you are applying? YES ☐ NO ☐			
If no, please describe functions that cannot be performed:			

Date Available to start:		Social Security No.:		Date of Birth:	
Driver's License #		State:		Expiration Date:	
Is license current	YES ☐	NO ☐	Do you have a CDL?	YES ☐	NO ☐
Have you ever been denied a license or permit to operate a motor vehicle?			YES ☐	NO ☐	
Has any License or permit ever been suspended or revoked?			YES ☐	NO ☐	
If yes please explain:					
Are you a citizen of the United States?	YES ☐	NO ☐	If no, are you authorized to work in the U.S.?		
			Circle one: YES NO		
How were you referred to us?	Advertisement ☐	Employee ☐	Employment Agency ☐	Walk-in ☐	Other ☐

Do you have any relatives or friends employed by this company?	YES ☐	NO ☐	Relationship/ Name	

Have you ever been convicted OR currently have pending, a criminal felony?	YES ☐	NO ☐
*An affirmative answer will not necessarily result in disqualification for employment *		
If yes, explain:		

The Following 5 questions are Optional:

Do you belong to a Union?		☐ Yes	☐ No	If so, which one?	
Are you a Veteran?		☐ Yes	☐ No	Disabled?	☐ Yes ☐ No
				Vietnam?	☐ Yes ☐ No
				Other Campaign?	☐ Yes ☐ No
Have you obtained any skills or abilities as the result of service in the military?		☐ Yes ☐ No			
If Yes, please describe:					

Education

High School:				Address:			
From:		To:		Did you graduate?	YES ☐	NO ☐	Diploma:

College:				Address:			
From:		To:		Did you graduate?	YES ☐	NO ☐	Degree:

Other:				Address:			
From:		To:		Did you graduate?	YES ☐	NO ☐	Degree:

Skills

Do you speak, write or understand any foreign language?		☐ Yes	☐ No
If yes, which language(s)?			
Can you Operate a Computer?		☐ Yes	☐ No
Types of Software:			
List other office machines you can operate:			
Specific skills or training: What knowledge, special skills and/or individual capabilities do you have which especially prepare you for the position applied for?			

Previous Employment

Please account for all employment within the last five (5) years, beginning with your current or more recent employer. In addition, please indicate any other experience that you believe is relevant to the position for which you are applying (e.g. volunteer experience, military service, experience gained over five (5) years prior, etc.). Attach an additional sheet if extra space is needed.

Company:			Phone:	
Address:			Supervisor:	
Job Title:		Starting Salary:	\$	Ending Salary:

Specific Duties:				

From:		To:		Reason for Leaving:	
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What is the most important skill you demonstrated on the job?

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May we contact this supervisor for a reference?	YES ☐	NO ☐	
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Is this your current employer?	YES ☐	NO ☐	
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Company:			Phone:	
Address:			Supervisor:	
Job Title:		Starting Salary:	\$	Ending Salary:

Specific Duties:				

From:		To:		Reason for Leaving:	
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Address:			Supervisor:	
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May we contact this supervisor for a reference?	YES ☐	NO ☐	
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Is this your current employer?	YES ☐	NO ☐	
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References

Please list three professional/ personal references – please list at least 2 **not** related to you

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

Disclaimer and Signature

(Initial each numbered item as read)

1.	The information that I have provided on this application is accurate to the best of my knowledge and may be verified by the company or its agents.
2.	I authorized all the schools, persons and organizations named in this application to provide all relevant information in their possession or knowledge to the agents of the company, for use in deciding whether or not to offer me employment and specifically waive any required notification. I hereby release the Company, my former employers and all other persons from any claims, demands, or liabilities arising out of or in any way related to such inquiry or disclosure.
3.	I understand and agree that any misrepresentation or omission of facts in this application will be justification for refusal or termination of employment, regardless of the time elapsed before discovery.
4.	I understand and agree that the employment for which I am making application is, and is intended to be, at-will and such employment may be terminated at any time with or without cause, without prior notice, by either myself or the Company. There will be no agreement, expressed or implied, between the Company and me for any specific period of employment, nor for continuing or long term employment, unless made in writing, signed by an authorized representative of the Company.
5.	I have placed my signature in the space provided below only after I have completed the entire form to the best of my ability and have carefully read the foregoing four (4) statements.

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

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

REQUEST FOR INFORMATION FROM PREVIOUS EMPLOYER

From: _____, Cook & Sons Construction, LLC
(Name of Requester)

To: _____ Date _____
(Former Employer)

_____ has made application to this company for
(Applicant)

A position as _____ and states that he/she was
(Position Applied For)

Employed by you as _____ from _____
(Past Position) (Start Date)

To _____.
(End Date)

Please reply to the inquiry below in respect to this applicant. Your reply will be held in strict confidence and will in no way involve you in any responsibility. For your convenience to reply by return mail, we have enclosed a self-addressed stamped envelope.

1. Is the employment record with your company correct as stated above? _____

2. What kind(s) of work did the applicant do? _____

3. Did the applicant drive motor vehicles for you? Passenger car _____ Straight truck _____

Bus _____ Tractor-Semitrailer _____ Other (specify) _____

4. was the applicant a safe and efficient driver? _____

5. Give the dates of vehicle accidents in which he/she was involved. _____

6. Reason for leaving your employ: Discharged _____ Laid off _____ Resigned _____

Remarks _____

7. Was the applicant's general conduct satisfactory? _____

8. Is the applicant competent for the position sought? _____

9. Did the applicant drink any alcoholic beverages while on duty? _____

Excellent Good Fair Poor Very Poor

Quality of work - _____

Cooperation with others _____

Safety Habits _____

Personal Habits _____

Driving Skill _____

Attitude _____

Remarks: _____

Name of Company _____

_____ Date: _____
(Name of Former Employer)

You are hereby authorized to give to Cook & Sons Construction, LLC. Of Grangeville, Idaho, all information regarding my services, character, and conduct while in your employ, and you are released from any and all liability which may result from furnishing such information to the above named company.

(Signature of Applicant)



RELEASE OF DRIVING RECORD INFORMATION

The undersigned employee/prospective employee (please print):

Hereby requests Farm Bureau Insurance Company to release a copy of my driving record to Cook & Sons Construction, LLC. For purposes of verifying the accuracy of same.

NAME (exactly as shown on Driver License)

Date of Birth: _____
Driver License Number _____
State of Issue _____

Sign: _____
Please print name here: _____
Date: _____