



HOUSES • DECKS • TRUCK FLEETS • MASONRY

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Application For Employment

Last Name		First Name		Middle Name	
Address			City	State	Zip Code
County	Twp.	Borough	Telephone Number & Convenient time to call (Area Code)		Social Security Number

Are You Over The Age Of 18? Yes No

Are You Prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

Proof of citizenship or immigration status will be required upon employment

On what date would you be available for work? _____
 Indicate hours available - Mon. _____ Tues. _____ Wed. _____ Thurs. _____ Fri. _____ Sat. _____ Sun. _____

Are you available to work: Full Time Part Time Temporary

Is there anything that would prevent you from working evenings & weekends? Yes No

Are you currently on "lay-off" status and subject to recall? Yes No

Have you been convicted of a felony within the last 7 years? Yes No
Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain _____

Do you have a valid driver's license? Yes No _____
If yes, then please list license number on line above

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital, veteran, or any other legally protected status

Education

	Elementary School	High School	College / University	Graduate / Professional
School Name and Location				
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma / Degree				
Describe Course Of Study				
Describe any specialized training, apprenticeship, skills, and extra curricular activities.				
Describe any honors you have received				
State any additional information you feel may be helpful to us in considering your application				

List Professional, trade, business, or civic activities and offices held.

You may exclude memberships which reveal sex, race, religion, national origin, age, ancestry, or other protected status:

In Case of Emergency Notify:

1 Name _____
 Phone _____

2 Name _____
 Phone _____

References

Give name, address, and telephone number of three references who are not related to you and are not Previous employers.

1 _____

2 _____

3 _____

Have you ever had any job-related training in the United States military? Yes No

If Yes, please describe _____

Have you been counseled or disciplined for attendance problems on prior jobs? Yes No

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteers activities. You may exclude organizations which indicate race, color, religion, gender, national origin, or other protected status.

May we request a reference from your present employer?

Yes

No

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone number(s)		Hourly Rate/ Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone number(s)		Hourly Rate/ Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone number(s)		Hourly Rate/ Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for leaving				

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Applicant's Statement

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

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period should reapply.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such a change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by the rules and regulations of the employer.

Signature of Applicant

Date

FOR MANAGEMENT USE ONLY

Arrange Interview Yes No

Remarks _____

INTERVIEWER

DATE

Employed Yes No Date of Employment _____

Job Title _____ Hour Rate / Salary _____ Department _____

By _____
NAME AND TITLE

DATE

NOTES _____

