

# APPLICATION FOR EMPLOYMENT

We are committed to a policy of Equal Employment Opportunity and will not discriminate on any legally recognized basis, including but not limited to, race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability or veteran status.

## Information Sheet

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone No. ( ) - \_\_\_\_\_ Email Address: \_\_\_\_\_ @

Emergency Contact Name & Phone: \_\_\_\_\_

Ever applied to this company before? Yes No If yes when: \_\_\_\_\_

Do you have a valid driver's license? Yes No \_\_\_\_\_

Tee-shirt size: Med Lrg XL 2XL 3XL \_\_\_\_\_

For Office Staff - check if received:

Safety Manual \_\_\_\_\_

W - 4 \_\_\_\_\_

I - 9 \_\_\_\_\_

OSHA Card \_\_\_\_\_

Driver's License \_\_\_\_\_

Electrical:

Apprentice Card \_\_\_\_\_

Electrical License \_\_\_\_\_

Referral letter \_\_\_\_\_

Direct Deposit info \_\_\_\_\_ Voided Check \_\_\_\_\_

<b>Educational Background</b>	<b>Name and Location of School</b>	<b>Underline Highest Grade Completed</b>	<b>Major Area of Study</b>
<b>High School</b> From: To:		9 10 11 12/ GED	
<b>College</b> From: To:		1 2 3 4	
<b>Trade, Business or Graduate School</b> From: To:			

Specialized technical skills (i.e., computer programming/ language, software, equipment operation, special tools or machines)

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### **Work Experience**

(Please list below your last four employers, starting with your present or last place of employment.)  
 You may include any verifiable work performed on a volunteer basis, internship or military service.

<b>Date Mo/Yr Position</b>	<b>Name, Address and Phone # of Employer</b>	<b>Salary</b>	<b>Name of Supervisor</b>	<b>Reason for Leaving</b>
From: To: Pos:				
From: To: Pos:				
From: To: Pos:				
From: To: Pos:				

**References**

Give the names of three additional work-related references whom we may call. Please do not list relatives. Individuals with no prior work experience may list school- or volunteer- related references.

Name & Position	Company	Telephone Number
1.	<hr/>	
2.	<hr/>	
3.	<hr/>	

**Applicants Statement**

By signing this application, I understand that if hired by the company, I will be an employee at will. This means my employment with the company may be terminated at any time at the option of the company or me. I also understand that neither this application nor any communication by a management representative is intended to create or does in fact create a contract of employment.

I agree to conform to the rules and regulations of the company, and I understand that the company has complete discretion to modify such rules and regulations at any time, except that it will not modify its policy of employment at will.

The above information is complete and true to the best of my knowledge. I understand that any misrepresentation or omission on my part of the facts in this application may result in immediate dismissal.

I hereby authorize you to conduct any investigation necessary concerning any part of my background related to the position I am seeking. I release all parties from any liability in connection with the provision and use of such information.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_