

Building Specialists

C O N S T R U C T I O N A N D D E S I G N

EMPLOYMENT APPLICATION

An Equal Opportunity Employer

Employment Applications are valid for 30 days

I. Personal Information

Name _____ Date _____
Address _____ SSN _____
Home Phone _____ Work Phone _____ Position Desired _____
Salary Desired _____ Available for overtime? _____ Do you have your own tools? _____

(We wish to accommodate the religious beliefs of our employees. From time to time you may be asked to work on a weekend or what may be a religious holiday or event. Reasonable efforts will be made to accommodate employees' religious beliefs.)

Are you legally eligible for employment in the United States? _____

Have you ever been convicted of a crime involving violence or involving the theft of property? It is believed that this employer needs to have this information in order to assess violence in the workplace. _____

II. Educational Information

	Name & Address	Dates Attended	Graduate?
High School	_____	_____	_____
College	_____	_____	_____
Trade School	_____	_____	_____
Other	_____	_____	_____

III. Professional Organizations

Please list your memberships in professional, civic, social, or honorary organizations. Also list licenses you hold which are normally related to your occupation. (Exclude organizations which may disclose your race, color, religion, or national origin.)

IV. Work Experience.

Please account for the past 10 years of your work history. Begin with the most recent employer. Use the back of this sheet if you need additional space.

Company Name _____
Address _____ Phone Number _____
Job Title _____ Employment Dates _____
Duties _____ Final Rate of Pay _____
Supervisor's Name _____ Phone Number _____
Reason for Leaving _____

Company Name _____
Address _____ Phone Number _____
Job Title _____ Employment Dates _____
Duties _____ Final Rate of Pay _____
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Duties _____ Final Rate of Pay _____
Supervisor's Name _____ Phone Number _____
Reason for Leaving _____

I understand and agree that the information provided in this application is true and complete to the best of my knowledge. Any misrepresentation or omission of fact in my application, resume, or other materials, or during an interview may justify refusal of employment, or if employed, termination of employment.

An offer of employment is contingent upon my successful completion of the pre-employment screening process, including receiving satisfactory references. In processing this application, all information provided by me may be verified or a consumer/investigative consumer report may be requested concerning my prior employment, military record, education, character, reputation, or criminal record. I understand that upon written request, I will be informed whether an investigative consumer report was requested and given full information as to the nature and scope of the investigation.

I authorize and request that all current and former employers and personal references furnish information about my employment record, including the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment hereby releasing them from any and all liability for damages arising from furnishing the requested information.

In consideration of my employment, I agree to comply with the policies, rules, regulations, and procedures of the employer and I understand that my employment and compensation can be terminated, with or without cause or notice, at any time, at the option of either the employer or myself during the introductory period of thereafter. I also agree that nothing in any documents nor representations, except a written document signed by an authorized representative of the employer, shall in any way modify this agreement. If employed, I understand that the employer may, at its sole discretion, change or revise its benefits, policies, and/or procedures.

THIS EMPLOYMENT IS AT WILL.

Date _____ Signature _____