

Application for Employment

Please complete all entries on the application. If the question doesn't apply to you, please put "N/A" in the blank provided for the answer. Incomplete answers may disqualify your application from consideration for employment.

General Information:

Name _____ Date _____
(First) (Middle Initial) (Last)

Address _____

City _____ State _____ Zip _____

Phone # _____ Cell # _____

Email Address _____ Nick Name _____

Position you are applying for: _____ Desired Salary _____

How did you hear about the job opening or our company? _____

Some History:

Have you ever been employed with any branch of our company before? Yes No
 If yes, when & where? _____

Have you ever applied for a position with any branch of our company before? Yes No
 If yes, please explain: _____

Please list any family members currently employed with any branch of our company: _____

Your Availability:

When are you available to begin work? _____

Are you available for full-time & shift work? Yes No

Will you work overtime if needed? Yes No

Will you travel if the job requires it? Yes No

Are you legally eligible for employment in the United States? Yes No

Are you able to perform the essential functions of the job for which you are applying with or without reasonable accommodation? Yes No

Education & Training:

| School | Name of School, City & State | Course of Study | No of Years Completed | Did you graduate? | Degree or Diploma |
|-----------------------------|------------------------------|-----------------|-----------------------|-------------------|-------------------|
| Graduate | | | | Yes No | |
| College | | | | Yes No | |
| Business/Trade Technical | | | | Yes No | |
| High School | | | | Yes No | |

Any other special training or skills (languages, machine operation, licensing or certifications):

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Work Experience:

Please list **all employers in order beginning with the most recent employer**. Please complete all spaces provided. Employment history should go back at least 5 years, if you need additional space, please ask for an additional form to complete. Omission of employment history can be grounds for disqualification. **If you've submitted a resume**, you must still complete each field except for "Describing the Job Duties"

| | | | | |
|------------------------------|----------------|-----------------|----------------|-----------------------------|
| Company Name _____ | | | | |
| Address, City & State _____ | | | | |
| Phone Number _____ | | Job Title _____ | | |
| Dates of employment | _____ | to | _____ | Pay _____ Per _____ |
| | (Month & Year) | | (Month & Year) | (\$ Amount) (Hour,Week,Etc) |
| Reason for Separation: _____ | | | | |
| Describe job duties: _____ | | | | |
| _____ | | | | |

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|------------------------------|----------------|-----------------|----------------|-----------------------------|
| Company Name _____ | | | | |
| Address, City & State _____ | | | | |
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| | (Month & Year) | | (Month & Year) | (\$ Amount) (Hour,Week,Etc) |
| Reason for Separation: _____ | | | | |
| Describe job duties: _____ | | | | |
| _____ | | | | |

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| | (Month & Year) | | (Month & Year) | (\$ Amount) (Hour,Week,Etc) |
| Reason for Separation: _____ | | | | |
| Describe job duties: _____ | | | | |
| _____ | | | | |

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| Company Name _____ | | | | |
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| Phone Number _____ | | Job Title _____ | | |
| Dates of employment | _____ | to | _____ | Pay _____ Per _____ |
| | (Month & Year) | | (Month & Year) | (\$ Amount) (Hour,Week,Etc) |
| Reason for Separation: _____ | | | | |
| Describe job duties: _____ | | | | |
| _____ | | | | |

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Work Experience (Continued):

Please explain any gaps in your employment history: _____

Criminal Background:

Answering yes to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever "pleaded guilty" or "no contest" to or been convicted of a crime.

Yes

No

If yes, please provide dates and details: _____

Military Background:

Did you serve in the U.S. Armed Forces?

Yes

No

If Yes, What branch? _____

Describe any training relevant to the position you are applying for: _____

Professional References:

| Name | Company | Professional Relationship (your boss, subordinate, co-worker, etc) | Phone |
|------|---------|--|-------|
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Your Commitment:

The information in this Application for Employment is **true, correct, & complete**. If employed, any misstatement or omission of fact on this application may result in my dismissal.

Consideration for employment is conditional upon the results of the confirmation of the statements on this application being true & accurate. I authorize Industrial Construction Services and Design to investigate all statements above, including but not limited to, a criminal background check, contacting former employers and references unless otherwise noted above.

(Signature)

(Date)