



APPLICATION FOR EMPLOYMENT

Fill out form completely

We consider applicants for all positions without regard to race, color, religion, creed, gender, National origin, age, disability, marital or veteran status, or any other legally protected status.

**** TO ENSURE FULL CONSIDERATION, YOU MUST FILL OUT THE APPLICATION COMPLETELY. ****

(PLEASE PRINT)

Position(s) Applied For	Date of Application
How Did You Learn About Us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Relative <input type="checkbox"/> Inquiry <input type="checkbox"/> Drive-by <input type="checkbox"/> Other	

Last Name	First Name	Middle Name
Address	Number	Street
		City
		State
		Zip Code
Telephone Number(s)	Day	Evening
		Social Security Number

PLEASE FILL OUT COMPLETELY / CHECK EVERY BOX!

Best time to contact you at home is: _____ : _____ am / pm

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

What choice best reflects your intake of alcohol. never occasionally moderately frequently

Do you take any illicit drugs ? Yes No Would you be willing to submit to a drug test ? Yes No

Have you ever applied with us before? If yes, give date _____. Yes No

Do any of your friends or relatives work here? If Yes, state name & relationship _____. Yes No

Are you currently employed? Yes No

May we contact your present employer? 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.

Date available for work ____/____/____ What is your desired salary range? _____

Are you available to work: Full Time
 Part Time (please indicate Mornings Afternoon Evenings)
 Temporary (please indicate dates available ____/____ thru ____/____)

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

EDUCATION

School	Name & Address of School	Course of Study	Years Completed	Diploma/Degree
High School	_____	_____	_____	_____
Undergraduate College	_____	_____	_____	_____
Graduate/ Professional	_____	_____	_____	_____
Other (Specify)	_____	_____	_____	_____

WORK EXPERIENCE

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

Employer	Dates Employed From To	Work Performed
Address	[] []	_____
Telephone Number(s)		_____
Starting/Present Job Title	Hourly Rate / Salary Starting Final	_____
Supervisor	[] []	_____
Reason for Leaving	May We Contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed From To	Work Performed
Address	[] []	_____
Telephone Number(s)		_____
Starting/Present Job Title	Hourly Rate / Salary Starting Final	_____
Supervisor	[] []	_____
Reason for Leaving	May We Contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed From To	Work Performed
Address	[] []	_____
Telephone Number(s)		_____
Starting/Present Job Title	Hourly Rate / Salary Starting Final	_____
Supervisor	[] []	_____
Reason for Leaving	May We Contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Comments: Include explanation of any gaps in employment.

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Additional Information

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

Specialized Skills

MULTIPLE PHONE LINES	LOTS OF EXPERIENCE	LITTLE EXPERIENCE
CUSTOMER SERVICE	LOTS OF EXPERIENCE	LITTLE EXPERIENCE
FILING	LOTS OF EXPERIENCE	LITTLE EXPERIENCE
KEYBOARDING	LOTS OF EXPERIENCE	LITTLE EXPERIENCE
FAX MACHINE	LOTS OF EXPERIENCE	LITTLE EXPERIENCE
QUICKBOOKS	LOTS OF EXPERIENCE	LITTLE EXPERIENCE
MICROSOFT WORKS / WORD	LOTS OF EXPERIENCE	LITTLE EXPERIENCE
MICROSOFT EXCEL	LOTS OF EXPERIENCE	LITTLE EXPERIENCE
MITCHELL MANAGER+ SOFTWARE	LOTS OF EXPERIENCE	LITTLE EXPERIENCE
ESTIMATING, MECHANICAL	LOTS OF EXPERIENCE	LITTLE EXPERIENCE
ESTIMATING, BODY	LOTS OF EXPERIENCE	LITTLE EXPERIENCE

Personal / Professional References (Do not include family members or past supervisors.)

Name	Phone Number	Best Time to Call	Occupation
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

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 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

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 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 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 all rules and regulations of the employer.

Signature of Applicant _____	Date _____
------------------------------	------------