



APPLICATION FOR EMPLOYMENT

NOTICE TO APPLICANTS: We are an equal opportunity employer and do not discriminate on the basis of an applicant's or employee's race, color, religion, sex, national origin, citizenship, age, physical or mental disability or any other characteristic protected by state or federal law.

Date:

Personal Information:

Name: _____		
(last)	(First)	(Middle)
Address: _____		
(street)		

(City)	(State)	(Zip)
Phone: _____	S.S.#:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Desired Employment:

Position Applying For: _____	
Date you can start? _____	Desired Salary? _____
Have you ever applied to this company before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you employed now?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for leaving: _____	

Who referred you to this company? <input type="checkbox"/> Newspaper advertisement <input type="checkbox"/> Friend	
<input type="checkbox"/> Walk In	<input type="checkbox"/> State employment office <input type="checkbox"/> Other

Employment History:

Please list from present to past:

Current Employer: _____

Address: _____

Telephone Number: _____ Number of Years: _____

Position(s) Held: _____

From: _____ To: _____

Reason for leaving: _____

May we contact your employer? Yes No

Previous Employer: _____

Address: _____

Telephone Number: _____ Number of Years: _____

Position(s) Held: _____

From: _____ To: _____

Reason for leaving: _____

Previous Employer: _____

Address: _____

Telephone Number: _____ Number of Years: _____

Position(s) Held: _____

From: _____ To: _____

Reason for leaving: _____

Education:

School Level	Name and Location of School	No. of Years Attended	Did you Graduate?	Subjects Studied
Grammar School				
High School				
College				
Trade, Business or Correspondence School				

Do you speak, write or understand any foreign language? Yes No

If yes, which language(s)? _____

Do you have any other experience, training, qualifications or skills which you feel make you especially suited for work at C.D. Hall Construction? _____

References:

Give the names of 2 people not related to you, whom you have known at least one year

Name: _____ Occupation: _____

Telephone No: _____ Relationship: _____

Name: _____ Occupation: _____

Telephone No: _____ Relationship: _____

Legal Information:

Are you at least 18 years old? Yes No

(If under 18, hire is subject of verification that you are minimum legal age.)

If hired, can you present evidence of your U.S. CITIZENSHIP or proof of your legal right to live and work in this country? Yes No

Are you able to perform the essential functions of the job for which you are applying? Yes No

If no, describe the functions which cannot be performed: _____

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? Yes No

{Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense, the nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the positions(s) applied for may, however, be considered.}

Acknowledgement:

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the information contained in this application is true and correct to the best of my knowledge. I further certify that I, the undersigned applicant have personally completed this application. I understand that any omission or misstatement of material fact on the application or any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. I authorize the company to investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records without giving me prior notice of such disclosures.

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representation contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

Applicant's Signature

Date