

PRE-EMPLOYMENT APPLICATION

Our company is an equal opportunity employer and will consider all applicants for all positions equally without regard to their race, sex, age, color, religion, national origin, veteran status, sexual orientation or disability as provide by law. This application will be given every consideration, but its receipt does not imply that the applicant will be employed. Each question should be answered in a complete and accurate manner as no action will be taken on this application until all questions have been answered.

Date _____

PERSONAL:

Name _____ Home Phone _____
last first middle ()

Present Address _____
street city state zip

Social Security No _____ Are you over 18? _____

Are you a citizen of the U. S. or do you have the legal right to be employed in the United States?
Yes _____ No _____

Do you have transportation? Yes _____ No _____

Have you ever been arrested/convicted of any crime (excluding minor traffic violations) including DUI, in any state?
Yes _____ N _____ If yes, state offense & disposition _____
o _____

NOTE: A conviction will not necessarily disqualify you from consideration for employment.

Drivers License: State _____ Type _____ Currently valid? _____

If related to anyone in our company, state name & department _____

Have you ever been employed by, or worked as a contractor for Procter & Gamble? _____

EMPLOYMENT DESIRED:

Are you seeking full time? _____ part time? _____ temporary/summer? _____

Position applied for _____ Salary desired _____

Date available to start _____

Have you ever applied to our company before? Yes _____ No _____

If your answer is yes, state when and where you applied and/or worked. _____

How did you learn of our company and/or position? _____

Are there any days or hours you would be unable or unwilling to work? Yes _____ No _____
If yes, please specify those days or hours you would be unable or unwilling to work.

EDUCATION:

NAME/ADDRESS
High School:

COURSES STUDIED
Course:

DID YOU GRADUATE?
Yes

College:

Course:

No
Yes

Trade School:

Course:

No
Yes

No

If you did not graduate, why did you leave high school or college? _____

Are you planning to pursue further studies? Yes _____ No _____

If so, when, where and what courses? _____

List any offices held and activities/hobbies involved in during school through present. _____

List and describe any other School or Specialized Training. _____

CAPABILITY/RELIABILITY:

Would you be willing and able to perform all tasks required by the job you are applying for?
Yes _____ No _____ If not, explain which tasks. _____

Have you filed any type of fraudulent claim against any of your present or past employers?
Yes _____ No _____ If yes, explain. _____

Will you abide by the safety rules of this company? Yes _____ No _____

Have you ever been disciplined for violating company safety rules or regulations?
Yes _____ No _____ If yes, please explain. _____

Would you be willing and able to report to work on time every day on a regular and consistent basis?
Yes _____ No _____

If no, please explain _____

WORK HISTORY

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references.

DO NOT REFERENCE YOUR RESUME

EMPLOYER NAME: _____
Address _____
: _____
City State Zip Code

SUPERVISORS NAME and TITLE: _____
Telephone () Nature of Business _____
Your Title Reason for Leaving _____
Your _____
Duties _____

DATES EMPLOYED: FROM: _____ TO: _____
PLEASE GIVE MONTH AND YEAR.
STARTING SALARY: _____ ENDING SALARY: _____

EMPLOYER NAME: _____
Address _____
: _____
City State Zip Code

SUPERVISORS NAME and TITLE: _____
Telephone () Nature of Business _____
Your Title Reason for Leaving _____
Your _____
Duties _____

DATES EMPLOYED: FROM: _____ TO: _____
PLEASE GIVE MONTH AND YEAR.
STARTING SALARY: _____ ENDING SALARY: _____

EMPLOYER NAME: _____
Address _____
: _____
City State Zip Code

SUPERVISORS NAME and TITLE: _____
Telephone () Nature of Business _____
Your Title Reason for Leaving _____
Your _____
Duties _____

DATES EMPLOYED: FROM: _____ TO: _____
PLEASE GIVE MONTH AND YEAR.
STARTING SALARY: _____ ENDING SALARY: _____

SUPPLEMENTAL EMPLOYMENT INFORMATION

If you worked in any of your previous positions under another name(s), please give those name(s)

Are you presently employed? _____

If yes, may we contact your present employer? _____

Have you ever been fired, or asked to resign, from a job? _____

If yes, please explain _____

SPECIAL SKILLS

Describe your special skills and/or experience and give details (i.e.: electrical, welding).

Plumbing, Carpentry skills? _____

Typing and/or shorthand? _____

Have you had any computer or word processing experience or training? _____

If yes, please describe _____

Have you had any general construction experience? If yes, please describe. _____

Have you had any leadership training or experience in any capacity? Yes _____ No _____

If yes, please describe _____

Use this space below to describe why you are interested in working for our company and to list those skills and abilities which you feel particularly qualify you for a position with us. If you need more space, please continue on a separate sheet.

REFERENCES

Give three references, not relatives or former employers.

	Name	Address	Phone	Occupation
1.				
2.				
3.				

AFFIDAVIT

I certify that my answers to the foregoing questions are true and correct without any consequential omissions of any kind whatsoever. I understand that if I am employed, any false, misleading or otherwise incorrect statements made on this application form or during any interviews may be grounds for my immediate discharge.

I hereby authorize the Company to contact any company or individual it deems appropriate to investigate my employment history, character and qualifications and I give my full and complete consent to their revealing any and all information they wish as a result of this investigation. In addition, I hereby waive my right to bring any cause of action against these individuals for defamation, invasion of privacy or any other reason because of their statements.

I agree that, if I am employed, I will abide by all the rules and regulations of the company. I understand that the taking of drug and alcohol tests, when given pursuant to company policy, are a condition of continued employment and refusal to take such test when asked will be grounds for my immediate termination. I, in addition, understand and agree that the Company conducts background searches, including employment verification and police checks, and I hereby consent to such searches and completely release all attendant information to the Company. I further understand that nobody in the Company is authorized to enter into any written or verbal employment contracts with me for any definite period of time without the express written consent of the President of the Company. I also understand that my employment is "at-will" and may be terminated by myself or by the company at any time for any reason or no reason at all, with or without prior notice.

Signature _____ Date _____

COMPANY USE ONLY

Interviewed by:

Interviewers remarks:

Is the operation of a company vehicle a job requirement? _____

If yes to above, has a request for driver's record been made? _____