

Application For Employment

(Pre-Employment Questionnaire) (An Equal Employment Employer)

****APPLICANT:** Please fill in all sections completely

Resumes may be attached but do not substitute for the application

DATE _____

PERSONAL DATA

Name _____				
Last		First		Middle
Present Address _____				
Street		City		State Zip
Permanent Address _____				
Street		City		State Zip
Phone Number () _____ Additional Number () _____				
Are you 18 years or older? Yes _____ No _____				
Are you either a US Citizen or an alien authorized to work in the United States? Yes _____ No _____				

PERSONAL DATA

Position(s) Applied for _____		Date you can start ____/____/____
Are you employed now? _____ If so, may we inquire of your present employer? _____		
Are you willing to relocate to another area? _____ Are you willing to travel periodically? _____		
Who referred you for employment? _____		

AVAILABILITY

SPECIAL PURPOSE QUESTIONS

THE FOLLOWING IS INFORMATION REQUIRED FOR WAREHOUSE/FIELD POSITIONS FOR A BONA FIDE OCCUPATIONAL QUALIFICATION, OR DICTATED BY NATIONAL SECURITY LAWS, OR IS NEEDED FOR OTHER LEGALLY PERMISSIBLE REASONS:

Have you been convicted of a felony within the last 7 years? Yes _____ No _____
(Conviction will not necessarily disqualify applicant from employment.)

If YES, please explain _____

Driver's License: Number _____ State _____ Expiration Date _____

Have you been charged and/or convicted of DWI? Yes _____ No _____

List all moving traffic violations during the past three (3) years _____

List any experience in the lightning protection field or construction field _____

Have you had any experience reading blueprints? Yes _____ No _____

If YES, please explain _____

Do you have any welding experience? Yes _____ No _____ If Yes, are you certified? _____

Do you have any forklift experience? Yes _____ No _____ If Yes, are you certified? _____

Do you have any woodworking experience? Yes _____ No _____ If Yes, how long? _____

Do you have any shipping experience? Yes _____ No _____ If Yes, how long? _____

Do you have any receiving experience? Yes _____ No _____ If Yes, how long? _____

Do you have any commercial driving experience? Yes _____ No _____ If Yes, are you certified? _____
License Type: _____

Do you have experience using a computer? Yes _____ No _____ If so, how long?
Macintosh _____ years PC (DOS) _____ years

Please list years of experience:

Data entry _____ years	Word Processing _____ years
Telephone / Receptionist _____ years	Accounts Payable _____ years
Accounts Receivable _____ years	Invoicing _____ years

List any other work-related experience that you feel qualifies you for this position

ALL APPLICANTS

EMPLOYMENT HISTORY (list your last employer first)

Month/Year	Name & Address of Employer	Salary	Position	Reason for Leaving
From ____/____	_____	_____	_____	_____
To ____/____	_____	_____	_____	_____
Month/Year	Name & Address of Employer	Salary	Position	Reason for Leaving
From ____/____	_____	_____	_____	_____
To ____/____	_____	_____	_____	_____
Month/Year	Name & Address of Employer	Salary	Position	Reason for Leaving
From ____/____	_____	_____	_____	_____
To ____/____	_____	_____	_____	_____
Month/Year	Name & Address of Employer	Salary	Position	Reason for Leaving
From ____/____	_____	_____	_____	_____
To ____/____	_____	_____	_____	_____
Month/Year	Name & Address of Employer	Salary	Position	Reason for Leaving
From ____/____	_____	_____	_____	_____
To ____/____	_____	_____	_____	_____

MILITARY SERVICE RECORD

DISCHARGE DATE _____	BRANCH OF SERVICE _____	RANK _____
SPECIAL TRAINING _____		
Present membership in National Guard or Reserves _____		Date Obligation Ends _____

PHYSICAL RECORD

Do you have any physical limitations that preclude you from performing any work for which you are being considered?

Yes _____ No _____ If YES, please explain _____

PHYSICAL
RECORD

EDUCATION

<u>School</u>	<u>Name & City of School</u>	<u>No. of Years</u>	<u>Graduate?</u>	<u>Course(s)</u>
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Trade School	_____	_____	_____	_____
Other Training	_____	_____	_____	_____

EDUCATION

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at any employment decision. I understand that this application is not and is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in termination. I also understand that I am required to abide by all rules and regulations of the company.

Signature _____

Print Name _____

Date _____

APPLICANT'S STATEMENT

References

Please provide three (3) professional references and one (1) personal reference.
References may not be a family member.

Professional reference

Name: _____

Address: _____

Phone Number: _____

Relation to applicant: _____

Professional Reference

Name: _____

Address: _____

Phone Number: _____

Relation to applicant: _____

Professional Reference

Name: _____

Address: _____

Phone Number: _____

Relation to applicant: _____

Personal Reference

Name: _____

Address: _____

Phone Number: _____

Relation to applicant: _____