

APPLICATION FOR EMPLOYMENT

All statements made by applicants for employment on this application form will be checked for accuracy. We offer equal employment opportunities to all persons without regard to race, color, religion, age, marital or veterans' status, sex, national origin, disability or the presence of any other legally protected status.

Personal Information	
Name (print): _____	Home or Nearest Phone: _____
Present Address: _____	
If at present address less than one year, please give previous address: _____	
Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, employment is subject to verification that you are of minimum legal age.	
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Can you produce documented proof of your eligibility for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No (Either driver's license and social security card/birth certificate or INS Documents.)	

Position (s) applied for: _____ How soon could you report to work? _____
 Type of employment Full-time Part-time Temporary Rate of pay expected: _____
 What days and hours if part-time: Days _____ Hours _____ From _____ (AM/PM) To _____ (AM/PM)

Education							
Type of School	Name & Address of School	Courses Majored In	Check Last Year Completed				Graduate? Give Degree
			5	6	7	8	
Elementary							
High School			9	10	11	12	
College			1	2	3	4	

Have you applied for a job with us before? Yes No Have you ever worked for us before? Yes No
 How did you come to apply? Employee Referral Former Employee High School Recruitment
 College Recruitment Walk-In Other

Have you ever been bonded? Yes No Have you ever been refused a bond? Yes No
 If yes, state reason and date _____

Have you ever served in the armed forces? Yes No If yes, what branch? _____
 Date entered _____ Date discharged _____

Have you ever been convicted of a violation of the law except a minor traffic violation? Yes No If yes, state date, court and place where offense occurred _____

Have you ever been discharged or requested to resign from a position? Yes No

Are you employed now? Yes No If yes, may we contact your present employer? Yes No

Why do you desire to make a change? _____

Have you ever held a position of trust (handling money or confidential material)? Yes No

Do you have any reason to believe that you would have difficulty meeting this company's work schedules? Yes No
 if yes, explain _____

Prior Work Record

(LIST BELOW LAST THREE EMPLOYERS, STARTING WITH MOST RECENT FIRST)

1. Name and Address of Most Recent Employer		Telephone No.:
Immediate Supervisor (Name and Position):	Date Hired:	Starting Rate:
Job Title and Duties:	Date Left	Last Rate:
Reason For Leaving:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Name and Address of Employer?		Telephone No.:
Immediate Supervisor (Name and Position):	Date Hired:	Starting Rate:
Job Title and Duties:	Date Left	Last Rate:
Reason For Leaving:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Name and Address of Employer?		Telephone No.:
Immediate Supervisor (Name and Position):	Date Hired:	Starting Rate:
Job Title and Duties:	Date Left	Last Rate:
Reason For Leaving:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please provide any additional information such as special skills, training, management experience, equipment operation, or qualifications you feel will be helpful to us in considering your application		

REFERENCES

(GIVE BELOW NAME OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR).

NAME	ADDRESS	TELEPHONE NO.	YEARS KNOWN
1			
2			
3			

Job Applicant's Agreement and Certification

"I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in this application to verify my statements, and I authorize the past employers, all references, and any other persons to answer all questions asked concerning my ability, character, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information."

"I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between Nielsen Builders, Inc. and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Nielsen Builders, Inc. unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that Nielsen Builders, Inc. retains the same right."

"I agree to submit a physical examination whenever requested, and I understand my becoming employed and/or my continued employment are subject to the results of any physical examination related to my job duties in accordance with company policies and procedures. I understand that if employed, policies and rules which are issued are not conditions of employment and that the employer may review policies or procedures in whole or in part at any time."

"I understand that this application will be kept on file for 90 days from date completed, after which time I would have to reapply in accordance with established company procedures."

Signature of Applicant: _____ Date: _____