



# APPLICATION FOR EMPLOYMENT

PA 010362

**JIM WILKINSON MASONRY AND CONSTRUCTION SERVICES**

**ALL INFORMATION REQUESTED MUST BE ANSWERED COMPLETELY & ACCURATELY!**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER AND DO NOT UNLAWFULLY DISCRIMINATE IN EMPLOYMENT. NO QUESTION ON THIS APPLICATION IS USED FOR THE PURPOSE OF LIMITING OR EXCLUDING ANY APPLICANT FROM CONSIDERATION FOR EMPLOYMENT ON A BASIS PROHIBITED BY LOCAL, STATE, OR FEDERAL LAW. EQUAL ACCESS TO EMPLOYMENT IS AVAILABLE TO ALL PERSONS. ALL INFORMATION WILL BE KEPT STRICTLY CONFIDENTIAL.

APPLICANT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE #s \_\_\_\_\_

DO YOU HAVE YOUR OWN TRANSPORTATION? \_\_\_\_\_ DO YOU HAVE A VALID DRIVERS LICENSE? \_\_\_\_\_

DRIVERS LICENSE NUMBER AND STATE OF ISSUE \_\_\_\_\_

TYPE OF EMPLOYMENT DESIRED: \_\_\_\_\_ FULL-TIME \_\_\_\_\_ PART-TIME \_\_\_\_\_ TEMPORARY

HAVE YOU EVER BEEN INJURED ON A JOB OR DO YOU HAVE ANY PHYSICAL CONDITION OR LIMITATIONS THAT WOULD PREVENT OR INTERFERE WITH YOUR ABILITY TO PERFORM YOUR JOB DUTIES? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, PLEASE

EXPLAIN \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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DATE YOU WILL BE AVAILABLE TO START WORK: \_\_\_\_\_

ARE YOU ABLE TO MEET THE ATTENDANCE REQUIREMENTS? \_\_\_\_\_ YES \_\_\_\_\_ NO

DO YOU HAVE ANY OBJECTION TO WORKING OVERTIME IF NECESSARY? \_\_\_\_\_ YES \_\_\_\_\_ NO

ARE YOU WILLING TO PERFORM DUTIES OTHER THAN THE JOB YOU WERE HIRED FOR \_\_\_\_\_ YES \_\_\_\_\_ NO

HAVE YOU EVER BEEN PREVIOUSLY EMPLOYED BY OUR COMPANY? \_\_\_\_\_ YES \_\_\_\_\_ NO

CAN YOU SUBMIT PROOF OF LEGAL EMPLOYMENT AUTHORIZATION AND IDENTITY? \_\_\_\_\_ YES \_\_\_\_\_ NO

HAVE YOU EVER BEEN CONVICTED OF A CRIME? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, PLEASE EXPLAIN (A CONVICTION WILL NOT AUTOMATICALLY BAR EMPLOYMENT): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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HOW WERE YOU REFERRED TO US? \_\_\_\_\_

## EMPLOYMENT HISTORY

PLEASE PROVIDE ALL EMPLOYMENT INFORMATION FOR YOUR PAST FOUR EMPLOYERS STARTING WITH THE MOST RECENT.

EMPLOYER: \_\_\_\_\_ POSITION HELD: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

IMMEDIATE SUPERVISOR AND TITLE: \_\_\_\_\_

DATES EMPLOYED: FROM \_\_\_\_\_ TO: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB SUMMARY: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

**EMPLOYMENT HISTORY** CONTINUED

EMPLOYER: \_\_\_\_\_ POSITION HELD: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

IMMEDIATE SUPERVISOR AND TITLE: \_\_\_\_\_

DATES EMPLOYED: FROM \_\_\_\_\_ TO: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB SUMMARY: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ POSITION HELD: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

IMMEDIATE SUPERVISOR AND TITLE: \_\_\_\_\_

DATES EMPLOYED: FROM \_\_\_\_\_ TO: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB SUMMARY: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ POSITION HELD: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

IMMEDIATE SUPERVISOR AND TITLE: \_\_\_\_\_

DATES EMPLOYED: FROM \_\_\_\_\_ TO: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB SUMMARY: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

**OTHER SKILLS AND QUALIFICATIONS**

SUMMARIZE ANY JOB-RELATED TRAINING, SKILLS, LICENSES, CERTIFICATES, AND/OR OTHER QUALIFICATIONS:

\_\_\_\_\_

**EDUCATIONAL HISTORY**

LIST SCHOOL NAME AND LOCATION, YEARS COMPLETED, COURSE OF STUDY, AND ANY DEGREES EARNED:

HIGH SCHOOL: \_\_\_\_\_

COLLEGE: \_\_\_\_\_

TECHNICAL TRAINING: \_\_\_\_\_

OTHER: \_\_\_\_\_

**REFERENCES**

LIST 3 REFERENCES NAMES, TELEPHONE #'s, AND YEARS KNOWN (DO NOT INCLUDE RELATIVES OR EMPLOYERS):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

I HEREBY AUTHORIZE THE POTENTIAL EMPLOYER TO CONTACT, OBTAIN, AND VERIFY THE ACCURACY OF INFORMATION CONTAINED IN THIS APPLICATION FROM ALL PREVIOUS EMPLOYERS, EDUCATIONAL INSTITUTIONS, AND REFERENCES. I ALSO HEREBY RELEASE FROM LIABILITY THE POTENTIAL EMPLOYER AND ITS REPRESENTATIVES FOR SEEKING, GATHERING, AND USING SUCH INFORMATION TO MAKE EMPLOYMENT DECISIONS AND ALL OTHER PERSONS OR ORGANIZATIONS FOR PROVIDING SUCH INFORMATION.

I UNDERSTAND THAT ANY MISREPRESENTATION OR MATERIAL OMISSION MADE BY ME ON THIS APPLICATION WILL BE SUFFICIENT CAUSE FOR CANCELLATION OF THIS APPLICATION OR IMMEDIATE TERMINATION OF EMPLOYMENT IF I AM EMPLOYED, WHENEVER IT MAY BE DISCOVERED.

IF I AM EMPLOYED, I ACKNOWLEDGE THAT THERE IS NO SPECIFIED LENGTH OF EMPLOYMENT AND THAT THIS APPLICATION DOES NOT CONSTITUTE AN AGREEMENT OR CONTRACT FOR EMPLOYMENT. ACCORDINGLY, EITHER I OR THE EMPLOYER CAN TERMINATE THE RELATIONSHIP AT WILL, WITH OR WITHOUT CAUSE, AT ANY TIME, SO LONG AS THERE IS NO VIOLATION OF APPLICABLE FEDERAL OR STATE LAW.

I UNDERSTAND THAT IF I AM EMPLOYED, I WILL BE REQUIRED TO PROVIDE SATISFACTORY PROOF OF IDENTITY AND LEGAL WORK AUTHORIZATION PRIOR TO STARTING WORK. FAILURE TO SUBMIT SUCH PROOF SHALL RESULT IN THE IMMEDIATE TERMINATION OF EMPLOYMENT.

I REPRESENT AND WARRANT THAT I HAVE READ AND FULLY UNDERSTAND THE FOREGOING, AND THAT I SEEK EMPLOYMENT UNDER THESE CONDITIONS.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# APPLICANT INFORMATION RELEASE

I HEREBY AUTHORIZE ANY PERSON, EDUCATIONAL INSTITUTION OR COMPANY I HAVE LISTED AS A REFERENCE ON MY EMPLOYMENT APPLICATION TO DISCLOSE IN GOOD FAITH ANY INFORMATION THEY MAY HAVE REGARDING MY QUALIFICATIONS AND FITNESS FOR EMPLOYMENT. I WILL HOLD JIM WILKINSON MASONRY, ANY FORMER EMPLOYERS, EDUCATIONAL INSTITUTIONS, AND ANY OTHER PERSONS GIVING INFORMATION AND / OR REFERENCES FREE OF LIABILITY FOR THE EXCHANGE OF THIS INFORMATION AND ANY OTHER REASONABLE AND NECESSARY INFORMATION INCIDENT TO THE EMPLOYMENT PROCESS.

SIGNED: \_\_\_\_\_

(PRINTED NAME) \_\_\_\_\_

DATE: \_\_\_\_\_