



# Employment Application Form

*Equal Opportunity Employer*

## GENERAL INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Email: \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Phone: \_\_\_\_\_

Date Available to Start Work: \_\_\_\_\_ Minimum Acceptable Salary/Hourly: \_\_\_\_\_

Are you currently employed? YES or NO If YES, Where? \_\_\_\_\_ May we contact them? \_\_\_\_\_

Duties of Current Employment: \_\_\_\_\_ Current Salary: \_\_\_\_\_

Have you ever been employed by Hommes Masonry / Toltec Construction? YES or NO If Yes, When? \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

List any reason known to you why you might be unable to perform consistently and promptly the position(s) you have applied for:  
\_\_\_\_\_

**EDUCATION:** List highest level of education. Name, address, phone, graduation date.  
\_\_\_\_\_

**SPECIAL SKILLS/QUALIFICATIONS:** List any job-related skills/qualifications/certifications/licenses/badges, etc.  
\_\_\_\_\_

**PROFESSIONAL EXPERIENCE:** List your last three employers. Name, phone, position, years employed, reason for leaving.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**REFERENCES:** List three persons not related to you, whom you have known at least one year. Name, address, phone, years known.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## BACKGROUND INFORMATION:

NOTE: A "YES" answer to these questions will not automatically bar you from employment. The nature, job-relatedness, severity and date of the offense in relation to the position for which you are applying are considered.

Have you ever been convicted of a crime or entered a plea of guilty? YES or NO If "YES", what charges?  
\_\_\_\_\_

Where convicted? \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

**CITIZENSHIP:** Proof of citizenship or authorization to work in the U.S. is required.

Are you a U.S. citizen? YES or NO

If no, are you legally authorized to be employed in the United States of America? YES or NO

**RELATIVES:** To your knowledge, do you have relatives working in this company? YES or NO If YES, list them: \_\_\_\_\_

"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME. IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I ALSO RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING THE INFORMATION ON THIS APPLICATION."

Applicant Signature & Certification \_\_\_\_\_

Date \_\_\_\_\_

### DO NOT WRITE BELOW THIS LINE

Interviewed By: \_\_\_\_\_  
Position: \_\_\_\_\_

Date: \_\_\_\_\_  
Salary/Wage: \_\_\_\_\_

Start Date: \_\_\_\_\_  
Approved By: \_\_\_\_\_