|  |
| --- |
|  |

# Employment Application

##  Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | Last | First | M.I. |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/Unit # |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | State | ZIP Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date Available: |  | Social Security No.: |  | Desired Salary: | $ |

|  |  |
| --- | --- |
| Position Applied for: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you a citizen of the United States? | YES[ ]  | NO[ ]  | If no, are you authorized to work in the U.S.? | YES[ ]  | NO[ ]  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever worked for this company? | YES[ ]  | NO[ ]  | If yes, when? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Have you ever been convicted of a felony? | YES[ ]  | NO[ ]  |  |

|  |  |
| --- | --- |
| If yes, explain: |  |

## Education

|  |  |  |  |
| --- | --- | --- | --- |
| High School: |  | Address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES[ ]  | NO[ ]  | Diploma: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| College: |  | Address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES[ ]  | NO[ ]  | Degree: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Other: |  | Address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES[ ]  | NO[ ]  | Degree: |  |

## References

Please list three professional references.

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  |  |  |
|  |  |  |  |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  |  |  |

## Previous Employment

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |

## Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

## LIST OF EXPERIENCE

Please check the column that closest describes your experience:

#####  NO SOME MUCH

 EXPERIENCE EXPERIENCE EXPERIENCE COMMENTS

 (Would like to learn) (Still need direction) (Minimal Direction Needed)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Supervision |  |  |  |  |
| Survey/Stakeout/Building Layout |  |  |  |  |
| Equipment Operation – List Type |  |  |  |  |
| Concrete Slabs |  |  |  |  |
| Concrete Footings & Foundations |  |  |  |  |
| Concrete Finishing |  |  |  |  |
| Welding Work |  |  |  |  |
| Rough Carpentry |  |  |  |  |
| Layout Walls |  |  |  |  |
| Finish Carpentry (Trim Work) |  |  |  |  |
| Cabinet/Countertop Hanging |  |  |  |  |
| Asphalt Shingling |  |  |  |  |
| Metal Roofing |  |  |  |  |
| Metal/Vinyl Soffit/Fascia |  |  |  |  |
| Metal/Vinyl/Hardie Board Siding |  |  |  |  |
| Hang Metal or Wood Doors |  |  |  |  |
| Mount Windows |  |  |  |  |
| Steel Stud Framing |  |  |  |  |
| Drywall Finishing |  |  |  |  |
| Acoustical Ceiling Tile Work |  |  |  |  |
| HVAC Work |  |  |  |  |
| Plumbing – Journeyman or Apprentice? |  |  |  |  |
| Other Skill? – Please List |  |  |  |  |
|  |  |  |  |  |
| Overall: |  |  |  |  |
| Steel Building Erection |  |  |  |  |
| Pole Building Erection |  |  |  |  |
| Residential Construction |  |  |  |  |
| Commercial Construction |  |  |  |  |

I, , hereby give my permission to release information concerning myself to Cardinal Points Construction, Inc and release the reference giver all liability associated with this information.

Signature: Date:

***Applicants complete above dotted line only.***

 has applied for employment with our company and has listed you as a reference. Please answer the following questions and return by mail or fax. Thank You.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please rate: | Excellent | Good | Fair | Poor |
| Performance |   |   |   |   |
| Reliability |   |   |   |   |
| Cooperation |   |   |   |   |
| Quality of Work |   |   |   |   |
| Attitude |   |   |   |   |

Would you rehire this person? Yes No If “No”, please explain:

Other Comments:

Signature: Date:

Title:

**CONFIDENTAL**

## Background Check Authorization

#  Print Name:

 (First) (Middle) (Last)

 Former Name(s) and Dates Used:

Current Address Since

 (Mo/Yr) (Street) (City) (Zip/State)

 Previous Address From:

 (Mo/Yr) (Street) (City) (Zip/State)

 Previous Address From:

 (Mo/Yr) (Street) (City) (Zip/State)

 Social Security Number: DOB:

Telephone Number:

Driver’s License Number/State:

The information contained in this application is correct to the best of my knowledge.

I hereby authorize Cardinal Points Construction and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas: verification of social security number; credit reports, current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency to divulge any and all information, verbal or written, pertaining to me, to Cardinal Points Construction or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources. Cardinal Points Construction and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicant’s personal information, including, but not limited to, addresses, social security numbers, and dates of birth.

#  Signature: Date: