



CONFIDENTIAL
AN EQUAL OPPORTUNITY EMPLOYER
APPLICATION FOR EMPLOYMENT

IN ORDER FOR YOUR APPLICATION TO BE PROPERLY EVALUATED, IT IS ESSENTIAL THAT ALL OF THE FOLLOWING QUESTIONS BE ANSWERED CAREFULLY AND COMPLETELY.

PERSONAL DATA

Date _____

POSITION DESIRED _____

LAST NAME FIRST NAME MIDDLE NAME

PRESENT ADDRESS (STREET, CITY, STATE, ZIP)

TELEPHONE NUMBER DATE AVAILABLE

SOCIAL SECURITY NO. ARE YOU UNDER 18?

WHO REFERRED YOU TO US? SALARY EXPECTED (Hourly or Monthly)

EDUCATION

NAME OF SCHOOL (LOCATION) MAJOR AREA OF STUDY NO. OF YEARS ATTENDED GRADUATE YES OR NO DEGREE

AVERAGE HIGH SCHOOL GRADES COLLEGE G.P.A. BASED ON POSSIBLE POINTS

HONORS AND ACTIVITIES



EMPLOYMENT HISTORY

(Start with your present or most recent position and attach sheet if more space is needed to provide three years of employment history).

COMPANY NAME, ADDRESS, TELEPHONE NO. _____

SUPERVISOR _____

DATES OF EMPLOYMENT: FROM _____ TO _____

SALARY: START _____ END _____ POSITION _____

BRIEF DESCRIPTION OF YOUR RESPONSIBILITIES:

REASON FOR LEAVING: _____

COMPANY NAME, ADDRESS, TELEPHONE NO. _____

SUPERVISOR _____

DATES OF EMPLOYMENT: FROM _____ TO _____

SALARY: START _____ END _____ POSITION _____

BRIEF DESCRIPTION OF YOUR RESPONSIBILITIES:

REASON FOR LEAVING: _____

COMPANY NAME, ADDRESS, TELEPHONE NO. _____

SUPERVISOR _____

DATES OF EMPLOYMENT: FROM _____ TO _____

SALARY: START _____ END _____ POSITION _____

BRIEF DESCRIPTION OF YOUR RESPONSIBILITIES:

REASON FOR LEAVING: _____



MEMBERSHIPS, INTERESTS, ACTIVITIES

(NOTE: EXCLUDE any memberships, interests, or activities, the name or character of which relates to race, religion, national origin or any other protected category.)

REFERENCES

Give three references not related to you:

	<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE #</u>
1.	_____	_____	_____

2.	_____	_____	_____

3.	_____	_____	_____

WAREHOUSE SKILLS

Shipping Other
 Receiving (Describe)
 Fork Truck _____
 Order Filling _____
 Welding _____
 Shifts (Choice)
 1 2 3

OFFICE SKILLS

(Check machines you have operated)

Adding Machine Shorthand
 Calculator WPM
 Key Punch Typing
 Data Processing WPM
 Equipment Transcribing
 Dimension Machine
 Switchboard



GENERAL INFORMATION (Please List Applicable Skills)

Please note other facts or skills in your background that might be helpful in evaluating your qualifications:

Do you have any additional work which will continue if employed by us? _____

Have you previously applied for work with us? _____

Have you ever been convicted of a felony? _____

READ CAREFULLY BEFORE SIGNING

I certify that the answers I have given in this application are true and accurate to the best of my knowledge, and understand that any false or misleading answers or any omission or concealment of facts will disqualify me from consideration for employment or will result in my immediate discharge.

In making this application for employment it is understood that an investigation may be made whereby information is obtained from former employers and others. I hereby authorize all former employers, educational institutions which I have attended, credit agencies and references, to give C.H. Yarber Construction and its agents any and all information concerning my previous employment and any pertinent information they may have (personal or otherwise). I hereby release all parties from all liability for any damage that may result from furnishing same to you. I understand that if such investigation should reveal a false statement or derogatory reports, I will be disqualified from employment or will be subsequently dismissed.

I agree to conform to the rules and regulations of the company and, if employed, I understand and agree that my employment is at will. I also understand and agree that my employment may be terminated at any time with or without notice. Any agreement contrary to the above must be in writing, must expressly state that it is a contract for a special term, and must be signed by the president of the company.

I'm willing to take a pre-employment physical which may include drug/alcohol testing and agree that my initial continued employment may be contingent on the results.

By placing my signature below, I certify and acknowledge that I have read the above, understand it, and agree to it.

Date

Signature of applicant



INTERVIEW COMMENTS

FOR OFFICE USE ONLY:

JOB TITLE _____

STARTING DATE _____

STARTING RATE _____

DEPARTMENT _____
