

Employment Application Form

Applicants of Roger Wilkie, Jr. Builder, Inc shall be afforded equal opportunity in all aspects of employment without regard to race, color religion, political affiliation, national origin, disability, marital status, sexual orientation, gender or age.

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

Today's Date: _____

Name: _____
Last First Middle Maiden

Present address

Number Street City State Zip

How long _____ Social Security No. _____ - _____ - _____
Telephone () _____
If under 18, please list age _____
Position applied for (1) _____
and salary desired (2) _____

Days/hours available to work
No Pref _____ Thur _____
Mon _____ Fri _____
Tue _____ Sat _____
Wed _____ Sun _____
How many hours can you work weekly? _____ Can you work nights? Y / N
Employment desired __ FULL-TIME ONLY __ PART-TIME ONLY __ FULL- OR PART-TIME
When are you available to begin work? _____

TYPE OF SCHOOL, NAME OF SCHOOL and LOCATION
(Complete mailing address) _____
NUMBER OF YEARS
COMPLETED _____
MAJOR &
DEGREE _____
High School _____
College _____
Business or Trade School _____
Professional School _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME? _____ No _____ Yes
If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation: _____

DO YOU HAVE A DRIVER'S LICENSE? _____ Yes _____ No
What is your means of transportation to work? _____

Driver's license number _____ State of issue _____ Operator _____ Commercial (CDL) _____
Expiration date _____
Have you had any accidents during the past three years? Y / N How many? _____
Have you had any moving violations during the past three years? Y / N How Many? _____

Roger Wilkie, Jr. Builder, Inc.

Please list two references other than relatives or previous employers.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
Telephone () _____	Telephone () _____

Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

Military

HAVE YOU EVER BEEN IN THE ARMED FORCES? _____ Yes _____ No
ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? _____ Yes _____ No
Specialty _____ Date Entered _____ Discharge Date _____

Work Experience

Please list your work experience for the **past five years** beginning with your most recent job held.
If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Job Title: _____ Duties: _____
Employer: _____
Address: _____

Telephone: _____
Type of business: _____
Name of Immediate Supervisor: _____
His/Her Title: _____
Salary / Hourly Rate: (Start) _____ (Finish) _____
Dates of Employment (Month & Year): _____
Reason for leaving: _____
May we contact this employer? Y/N If no, please explain: _____

Job Title: _____ Duties: _____
Employer: _____
Address: _____

Telephone: _____
Type of business: _____
Name of Immediate Supervisor: _____
His/Her Title: _____
Salary / Hourly Rate: (Start) _____ (Finish) _____
Dates of Employment (Month & Year): _____
Reason for leaving: _____
May we contact this employer? Y/N If no, please explain: _____

Job Title: _____ Duties: _____
Employer: _____
Address: _____

Telephone: _____
Type of business: _____
Name of Immediate Supervisor: _____
His/Her Title: _____
Salary / Hourly Rate: (Start) _____ (Finish) _____
Dates of Employment (Month & Year): _____
Reason for leaving: _____
May we contact this employer? Y/N If no, please explain: _____

Roger Wilkie, Jr. Builder, Inc.

Job Title: _____ Duties: _____
Employer: _____
Address: _____

Telephone: _____
Type of business: _____
Name of Immediate Supervisor: _____
His/Her Title: _____
Salary / Hourly Rate: (Start) _____ (Finish) _____
Dates of Employment (Month & Year): _____
Reason for leaving: _____
May we contact this employer? Y/N If no, please explain: _____

May we contact your present employer? Yes No
Did you complete this application yourself Yes No

CERTIFICATION: I hereby certify that all entries on this employment application are true and complete and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part of any employment in the service of Roger Wilkie, Jr. Builder, Inc. I understand that all information on this application is subject to verification and I consent to criminal history background checks. I also consent that you may contact references, former employees and education institutions listed on this application. I further authorize Roger Wilkie, Jr. Builder, Inc. to rely upon and use, as it sees fit, any information received from such contacts. Information contained on this application may be disseminated to other agencies, non-governmental organizations or systems on a need to know basis for good cause shown as determined by the company or designee.

Date: _____

Applicant Signature: _____