

# Application for Employment



PLEASE PRINT

Position(s) Applied For \_\_\_\_\_ Date of Application \_\_\_\_/\_\_\_\_/\_\_\_\_

Referral Source  Advertisement  Employee  Relative  Government Employment Agency  
 Walk-in  Private Employment Agency  Other \_\_\_\_\_  
 Name of Source (If Applicable) \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip Code

Telephone Number (\_\_\_\_) \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

If necessary, best time to call you at home is .....

May we contact you at work?.....  YES  NO

If yes, work number and best time to call ..... (\_\_\_\_) \_\_\_\_\_  
Area Code Time am pm

If you are under 18, can you furnish a work permit? .....  YES  NO

Have you filed an application here before?.....  YES  NO

If yes, give date ..... \_\_\_\_/\_\_\_\_/\_\_\_\_

Have you ever been employed here before? .....  YES  NO

If yes, give dates..... From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Are you legally eligible for employment in this country? .....  YES  NO  
(Proof of U.S. Citizenship or immigration status will be required upon employment.)

Date available for work ..... \_\_\_\_/\_\_\_\_/\_\_\_\_

Type of employment desired  Full Time  Part Time  Temporary  Seasonal  Educational Co-Op

Shift desired  1st  2nd  3rd

Preferred location  North  South  West  Clayton  Downtown

Are you on lay-off and subject to recall? .....  YES  NO

Are you able to meet the attendance requirement of the position?.....  YES  NO

Will you work overtime if required? .....  YES  NO

Have you ever been bonded? .....  YES  NO

Have you been convicted of a felony? .....  YES  NO  
(Such conviction may be relevant if job related, but does not bar you from employment.)

If YES, please explain \_\_\_\_\_

Emergency contact name and number \_\_\_\_\_

**List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience.**

Employer	Telephone ( ) -	Dates Employed		Summarize the nature of the work performed and job responsibilities:
Address		From	To	
Job Title	Hourly Rate/Salary			
		Starting		
Immediate Supervisor and Title	\$		Per	
Reason for Leaving	Hourly Rate/Salary			
		Final		
May we contact for reference?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Later	

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		Starting		
Immediate Supervisor and Title	\$		Per	
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Immediate Supervisor and Title	\$		Per	
Reason for Leaving	Hourly Rate/Salary			
		Final		
May we contact for reference?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Later	

**Skills and Qualifications:** Summarize special skills and qualifications acquired from employment or other experiences that may qualify you to work with our company.

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## Educational Background

A. List last three (3) schools attended, *starting with the last one*. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or Class Rank. E. Major and Minor field of study (if applicable).

A. School	B. No. Of Years Completed	C. Degree/ Diploma	D. GPA/ Class Rank	E. Major	E. Minor

## References

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are *not* related to you.

Name	Telephone Number	Years Known
	(     )                    -	
	(     )                    -	
	(     )                    -	

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

Without any limitation by any section of this application, Boldt Brothers has the right, at its sole discretion, to make and implement decisions relating to an individual's position, compensation, retention and/or other terms and conditions of employment. Since the relationship between Boldt Brothers and its employees is one of employment-at-will, it is subject to termination by either Boldt Brothers or the employee at any time with or without reason. I understand that no representative of the Employer has the authority to make any assurances to the contrary.

I give the Employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

The Employer is an Equal Opportunity Employer. The Employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the Employer and still wish to be considered for employment, it will be necessary to fill out a new application.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

I affirm that everything is true and correct and I acknowledge that I can be terminated at any time if it turns out that any information I supply is false. I affirm that I have a genuine intent and no other purposes for applying for a job with this firm.

This employer does not discriminate on the basis of Race, Religion, Color, Sex, Age, National Origin, Disability, Veteran Status, or any other legally protected status.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

I understand that if employed, my employment is "at will", as it is not the practice of the company to enter into employment contracts, expressed or implied. Boldt Brothers is in compliance with the Americans with Disabilities Act of 1990.

Be advised that Boldt Brothers Building Maintenance strictly maintains a work force and work environment which is free from the influence of, or the effects from, drug and alcohol usage. Accordingly, Boldt Brothers requires that all applicants for employment provide a blood and urine sample for purposes of drug and alcohol testing.

The drug and alcohol test will not be requested until after Boldt Brothers Building Maintenance has tentatively determined to extend a conditional offer of employment to the applicant. While a conditional offer will have been extended prior to the request to submit to a drug and alcohol test, a negative result is mandatory. If the applicant fails the drug and/or alcohol test, refuses to cooperate in the test or alters and/or tampers with the test, the conditional offer shall be withdrawn and no further consideration of the applicant shall be given.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**For Personnel Department Use Only**

Position(s) applied for \_\_\_\_\_

Available  
 Not Available

Other positions considered for \_\_\_\_\_  
\_\_\_\_\_

Hired \_\_\_\_\_  Yes  No Date of Hire \_\_\_\_/\_\_\_\_/\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Job #: \_\_\_\_\_

Completed by \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Document Checklist	Issued	Received back into stock
_____ Application	_____ ID Badge	_____
_____ I-9 Form	_____ Shirt (Size) _____	_____
_____ W-4 Form	_____ Pants (Size) _____	_____
_____ Police Report	_____ Dress (Size) _____	_____
_____ Rules & Policies	_____ Apron	_____
_____ Picture ID	_____ Jacket (Size) _____	_____
_____ Orientation		
_____ Training		

Separation Date: \_\_\_\_\_  
First Day Worked: \_\_\_\_\_  
Last Day Worked: \_\_\_\_\_

Job #: \_\_\_\_\_

**Reason for Separation**

**A. Left of Own Accord**

- \_\_\_\_\_ To Attend School
- \_\_\_\_\_ Illness or Injury
- \_\_\_\_\_ Personal Reasons
- \_\_\_\_\_ Failed to Return from Leave of Absence
- \_\_\_\_\_ Dissatisfaction With Job
- \_\_\_\_\_ Lost Means of Transportation
- \_\_\_\_\_ Change in Residence (Where) \_\_\_\_\_
- \_\_\_\_\_ Other: \_\_\_\_\_
- \_\_\_\_\_ Voluntary Retirement \_\_\_\_\_
- \_\_\_\_\_ Disability Retirement \_\_\_\_\_
- Explain: \_\_\_\_\_
- \_\_\_\_\_

**B. Suspend Pending Investigation**

- \_\_\_\_\_ Insubordination
- \_\_\_\_\_ Improper Conduct
- \_\_\_\_\_ Reporting to Work Under the Influence of Alcohol/Drugs
- \_\_\_\_\_ Violation of Safety Rule
- \_\_\_\_\_ Fighting on Company Property
- \_\_\_\_\_ Leaving Work Area Without Permission
- \_\_\_\_\_ Voluntary Quit
- \_\_\_\_\_ Drinking on Duty
- \_\_\_\_\_ Other: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Retire Status: \_\_\_\_\_ Yes \_\_\_\_\_ No

Explain: \_\_\_\_\_  
\_\_\_\_\_