

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



*Building A Better Home...*

## Application for Employment

Applicant Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**PRE-EMPLOYMENT DRUG TESTING IS**  
**REQUIRED FOR ALL POTENTIAL EMPLOYEES!**

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. In order to satisfy these requirements, you must have **TWO** of the following **Government Issued** documents: Drivers License, State Issued ID, Birth Certificate, Social Security Card, or US Passport. One of which **MUST** have a photo of applicant.

Are you able to provide this documentation?  Yes  No



Programs, services, and employment are equally available to everyone. Please inform the Human Resources Department if you require reasonable accommodation for the application or interview.

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

Address: \_\_\_\_\_  
Street City State Zip

Phone: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Date available to start: \_\_\_\_\_ Desired Salary: \_\_\_\_\_ Position Applied For: \_\_\_\_\_

If you are under 18, can you provide a work permit?  Yes  No If no, please explain: \_\_\_\_\_

Have you ever worked for this company?  Yes  No If yes, when?: \_\_\_\_\_

Who referred you to us? \_\_\_\_\_

Are you a citizen of the United States?  Yes  No

If not, are you legally allowed to work in the United States?  Yes  No

Have you ever plead "guilty", "no contest", or been convicted of a crime?  Yes  No

If yes, give dates and details: \_\_\_\_\_

Answering "yes" to these questions does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be considered.

**Education**

High School: \_\_\_\_\_

Did you graduate?  Yes  No

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

Number of years completed?: \_\_\_\_\_

College/University: \_\_\_\_\_

Did you graduate?  Yes  No

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

Degree: \_\_\_\_\_

College/University: \_\_\_\_\_

Did you graduate?  Yes  No

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

Degree: \_\_\_\_\_

**Previous Employment**

*Begin with most recent position*

Company Name: \_\_\_\_\_ Positions Held: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ thru \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ Location: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for a reference?  Yes  No

Company Name: \_\_\_\_\_ Positions Held: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ thru \_\_\_\_\_ Salary: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for a reference?  Yes  No

Company Name: \_\_\_\_\_ Positions Held: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ thru \_\_\_\_\_ Salary: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for a reference?  Yes  No

**Summarize your special skills and/or qualifications:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



### Questionnaire for all Potential Employees

1. Do you have your own transportation to and from work?  Yes  No
2. Will you consent to taking a drug test?  Yes  No
3. This job requires lifting, bending, and being on a production line for at least 8 hours a day. Are you able to handle these tasks?  Yes  No
4. Do you have any issues with working overtime if required?  Yes  No  
If yes, please explain: \_\_\_\_\_
5. Do you have any situations that would prevent you from being at work every day?  Yes  No  
If yes, please explain: \_\_\_\_\_
6. Have you ever been a supervisor or lead person over other associates?  Yes  No If yes, how many? \_\_\_\_\_
7. Do you know how to read a tape measure?  Yes  No
8. Do you know how to use basic hand tools?  Yes  No
9. What experience do you have in the construction/modular home field?: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, educational, financial, or medical history and other related matters as may be necessary for an employment decision. I hereby release employers, schools or persons from all liability when responding to inquiries on connection with my application.

In the event I am employed, I understand that false or misleading information given in my application or interview(s) may result in termination.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date