



## Employment Application

(Please print)

### PERSONAL INFORMATION

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

Name: \_\_\_\_\_  
*First Middle Initial Last*

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Number: (\_\_\_\_) \_\_\_\_\_ Cell Number: (\_\_\_\_) \_\_\_\_\_

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

### REFERRAL SOURCE

How did you hear about us? (circle one) Walk In Advertisement Referral Other

Have you ever worked for Abode Construction before? Yes \_\_\_ No \_\_\_ If Yes

Explain \_\_\_\_\_

Do you know anyone who works for our company? \_\_\_Yes \_\_\_No If yes, who? \_\_\_\_\_

### EMPLOYMENT DESIRED

Date you can start \_\_\_\_\_ Hourly Rate/Salary desired \_\_\_\_\_

Position desired \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? (please review job description) \_\_\_Yes \_\_\_No

If no, please explain. (If you have any question as to what functions are applicable to the position for which you are applying, please ask the interviewer before you answer this question)

\_\_\_\_\_

Are you currently employed? \_\_\_\_\_ If yes, may we contact your present employer? \_\_\_\_\_

Are you eligible to work in the U.S.? \_\_\_Yes \_\_\_No (Proof of identity and eligibility will be required upon employment)

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.) \_\_\_Yes \_\_\_No

Have you ever been terminated from employment or asked to resign by an employer? \_\_\_Yes \_\_\_No

If yes, please provide company names and details \_\_\_\_\_

Can you work any shift? \_\_\_Yes \_\_\_No

Can you work overtime, including weekends? \_\_\_Yes \_\_\_No

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**EDUCATION**

Name and location of school	No. of yrs. Attended	Degree Received	Subjects studied/Major
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High School

College or University

Trade, Business or Correspondence School

Have you completed any special courses, seminars and/or training directly related to the position for which you are applying? YES [ ] NO [ ] If yes, please describe:

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List academic honors, extracurricular activities, offices held, etc. in high school or college: (Omit any which reflects your race, color, religion, age, sex, sexual orientation, marital status or disabilities.) \_\_\_\_\_

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**EMPLOYMENT HISTORY** Include your last seven (7) years of employment history, including military and any periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

From	To	Employer Name	Telephone ( )
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Hourly Rate/Salary	

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Reason for leaving	Hourly Rate/Salary
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Job Title	Address
Immediate supervisor and title	Summarize the nature of work performed and job responsibilities

Reason for leaving	Hourly Rate/Salary
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Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain.

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Computer Skills (please describe):

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**REFERENCES** Give the names of three persons not related to you, whom you have known at least three (3) years.

Name	Address, Phone, Email	Company	Years Acquainted
1			
2			
3			

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**APPLICANT'S CERTIFICATION AND AGREEMENT**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Abode Construction to verify their accuracy and to obtain reference information on my work performance. I hereby release Abode Construction from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

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

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

***THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE SIGNED/DATED ABOVE.***