



## Employment Application

(Please print)

### PERSONAL INFORMATION

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

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

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

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

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

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

How did you hear about us? (circle one and identify)

Walk In \_\_\_\_\_ Advertisement \_\_\_\_\_ Referral \_\_\_\_\_ Other \_\_\_\_\_

Have you ever applied or worked for Abode Construction before? Yes \_\_\_ No \_\_\_ **If Yes**  
Explain \_\_\_\_\_

Do you know anyone who works for our company? \_\_\_ Yes \_\_\_ No **If yes, who?** \_\_\_\_\_

Have you ever been terminated from employment or asked to resign by an employer? \_\_\_ Yes \_\_\_ No

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

Have you ever been convicted of a criminal offence or felony? \_\_\_ Yes \_\_\_ No

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

### 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)

\_\_\_\_\_

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

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

Are you currently employed? \_\_\_Yes \_\_\_No **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

## EDUCATION

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*Name and location of school*

*No. of yrs.  
Attended*

*Degree Received*

*Subjects  
studied/Major*

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**High School**

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**College or University**

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**Trade, Business or  
Correspondence School**

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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:

\_\_\_\_\_  
\_\_\_\_\_

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

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**EMPLOYMENT HISTORY** Please start with the most recent position. 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.*

Dates of Employment:	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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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.***