Application for Employment

Rock and Tait Exteriors is an equal opportunity employer and fully subscribes to the principles of Equal Employment Opportunity. The policy of this company to provide employment, compensation and other benefits related to employment based on qualification without regard to race, color, religion, national origin, age, sex, veteran status or disability, or any other bias prohibited by state or federal law. As an equal opportunity employer, this company intends to comply fully with all federal and state laws and the information requested on this application will not be used for any purpose prohibited by law.

PLEASE PRINT CLEARLY – BE SURE TO SIGN THIS APPLICATION

Date: _____

Name:

_____
First Middle Last

Address:

_____
Street City State Zip

SS Number: _____

Home Phone: _____ Cell Phone: _____

Have you been previously employed by this company? ☐ Yes ☐ No

If yes, when? _____ In what capacity? _____

Position applied for: _____ ☐ Full Time ☐ Part Time ☐ Either

If part time, what days and hours are you available? _____

Date available to start: _____ Salary Requirement: _____

Education

	Name	Years completed	Did you graduate	Course of study	Degree Earned
High School					
College					
Other					

Employment History

List names and addresses of previous employers during the past 5 years. Begin with your most current employer.

May we communicate with your present employer? ☐ Yes ☐ No

Employer		Dates Employed		Work Performed:
Address		From	To	
Telephone Number(s)		Hourly Rate/Salary		
Last Job Title	Supervisor	Starting	Final	
Reason for leaving (be specific)				

Employer		Dates Employed		Work Performed: Address Supervisor
Address		From	To	
Telephone Number(s)		Hourly Rate/Salary		
Last Job Title	Supervisor	Starting	Last Job Title	
Reason for leaving (be specific)				

Employer		Dates Employed		Work Performed: Address Supervisor
Address		From	To	
Telephone Number(s)		Hourly Rate/Salary		
Last Job Title	Supervisor	Starting	Last Job Title	
Reason for leaving (be specific)				

Have you ever been convicted of a crime? ☐ Yes ☐ No

If yes, please explain: _____

_____

Do you have a driver's license? ☐ Yes ☐ No State of Issue: _____

Have you had any accidents in the past 3 years? ☐ Yes ☐ No How Many? _____

Do you have any moving violations in the past 3 years? ☐ Yes ☐ No How Many? _____

Typing skills: _____ Computer: ☐ PC ☐ Mac ☐Both

Computer Applications (list all that apply) _____

_____

List special skills or qualifications you have that are relevant to the job for which you are applying:_____

_____

Professional References

Please list two references other than relatives and previous employers. Your references may include previous co-workers, instructors, or other individuals who are familiar with your professional experiences.

Name	Company Name	Position	Telephone Number

Please use this space to add any additional information necessary to describe your full qualifications for the position which you are applying:

I hereby certify that the answers given by me to the above questions or statements are true and correct and hereby authorize you to contact references, past or present employers, persons, schools, law enforcement agencies and any other sources of information which may be related to my application for employment. It is understood that any misrepresentation, false statement, or omissions by me in this application will be sufficient reason for rejection of my application or for dismissal at any time during my employment, without liability to Rock and Tate Exteriors. This includes furnishing a false name or social security number. I have read, understand and agree to the above statement.

_____

Applicant Signature **Date**