



**Application for Employment**  
EQUAL OPPORTUNITY EMPLOYER

**Personal Data**

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Name (last, first, middle) \_\_\_\_\_ Date \_\_\_\_\_

Social Security Number \_\_\_\_\_

Address \_\_\_\_\_

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

Home Phone ( ) \_\_\_\_\_ Email Address: \_\_\_\_\_

If employed, can you provide proof of authorization to work in the U.S.?    Yes    No

Are you over the age of 18?    Yes    No

Position applying for: \_\_\_\_\_ Wage desired: \_\_\_\_\_

Type of employment you are applying for:    Full time    Part Time    Summer Only

If part time list day (s) and hour (s) available. \_\_\_\_\_

Referred by: \_\_\_\_\_

**Education Record**

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**High School**

Name and Location \_\_\_\_\_

Did you graduate?    Yes    No

**College / University**

Name and Location \_\_\_\_\_

Degrees or Diplomas \_\_\_\_\_ Years attended 1 2 3 4

**Trade or Technical Training**

Name and Location \_\_\_\_\_

Degrees or Diplomas \_\_\_\_\_

**Special Skills**

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Summarize any special skills (office or yard) or qualifications that you acquired through employment or other experience. List shop equipment you are qualified to operate if applicable.

\_\_\_\_\_

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## Employment History

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1. Employer \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Phone (    ) \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Title / Duties \_\_\_\_\_  
Manager / Supervisor' s name \_\_\_\_\_

2. Employer \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Phone (    ) \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Title / Duties \_\_\_\_\_  
Manager / Supervisor' s name \_\_\_\_\_

3. Employer \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Phone (    ) \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Title / Duties \_\_\_\_\_  
Manager / Supervisor' s name \_\_\_\_\_

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Have you ever been convicted of a felony?    Yes    No if yes, explain: \_\_\_\_\_  
May we contact your current employer?    Yes    No \_\_\_\_\_

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I certify that all of my answers given here are true and complete to the best of my knowledge, and that omissions or supplying false or misleading information herein shall result in immediate disqualification for consideration for employment or termination from employment regardless of when such omissions or false or misleading information is discovered. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision: and I hereby agree to indemnify and hold harmless each and every current or prior employer in defending against any charge, complaint or suit filed with any Federal, State or local agency, or in any court of the State or Federal government for providing an accurate, factual history of employment information.

I understand that neither this document nor any offer of employment from Effingham Builders Supply constitutes an employment contract, express or implied. If employed, either I or Effingham Builders Supply may end the employment relationship at any time with or without notice and with or without cause.

I voluntarily give Effingham Builders Supply the right to make a thorough investigation of my past employment, personal history and financial credit record. I agree to cooperate in such investigation, and release from liability or responsibility Effingham Builders Supply, its agents and all persons, companies or corporations supplying such information. I authorize all investigative or credit agencies, bureaus, police departments and other persons or governmental authorities to supply any information concerning myself and my background, and release them from any liability arising from such activities. I understand that under the law, I am entitled to know if my employment is denied because of information from a consumer reporting agency. Upon written request, I will be informed if such a report was sought by Effingham Builders Supply for employment purposes and of the nature and scope of this investigation.

I have read, understand, and by my signature consent to the above statements.

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DATE

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APPLICANTS SIGNATURE



**PERSONAL CREDIT BUREAU AUTHORIZATION**

My signature below denotes that I voluntarily give Effingham Builders Supply the right to make a thorough investigation of my personal financial credit record. I agree to cooperate in such investigation, and release from liability or responsibility Effingham Builders Supply, its agents and all persons, companies or corporations supplying such information. I authorize all credit agencies, bureaus, and other persons or governmental authorities to supply any information concerning myself and my background, and release them from any liability arising from such activities.

I understand that under the law, should my employment application be questioned due in whole or part on my personal credit bureau report, I will receive copies of that report and A Summary of Your Rights Under the Fair Credit Reporting Act prior to Effingham Builders Supply, its agents or persons taking any adverse action. Should adverse action be taken based in whole or in part on my personal credit bureau report, I will be notified (verbally, electronically and or in writing) of that action, including the name and phone number of the reporting credit agency and a statement of my rights to free disclosure of my credit file.

I have read, understand, and by my signature consent to the above statements.

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DATE

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APPLICANTS SIGNATURE