**Application for Employment**

Scout Lake Construction

**Equal Employment Opportunity**

Our company is an Equal Opportunity Employer. All qualified applicants will be considered for positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, or the presence of a physical or mental disability that is not job-related. Applicants are evaluated on the basis of ability, experience, and the requirements of the job. We will make reasonable efforts to accommodate physical or mental limitations of qualified applicants. Please notify the company if you require a reasonable accommodation during the interview process. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law.

**Please print and answer all questions thoroughly.**

Application Date: Position you are seeking: How did you hear about this position?

**Personal Information**

Full Legal Name:

Last First Middle

Address:

Street City State Zip

Phone (Home): Social Security #:

Phone (Other): Email:

**Employment Desired**

Expected Salary or Wage: $ per hour Date Available for Work: Desired Hours:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|  |  |  |  |  |  |  |

Available to Work Overtime? Yes No Available to Work Nights? Yes No

Available to Travel Without Restriction? Yes No Available to Work Weekends? Yes No

Type of Employment Sought: Full Time Part Time Temporary Seasonal Internship/Volunteer

*Check all applicable. If your availability does not match the job posting, you may not be considered for the position.*

* If hired, would you be able to present proof of your legal right to work in the United States? Yes No
* Are you able to perform the essential functions of the job, with or without accommodation? Yes No
* Have you previously been employed with this company? Yes No If yes, please provide the date of your employment and position:
* Do you have a valid driver's license?

*Upon hired you must provide current driver's abstract.*

Yes No



* If hired, do you have a reliable means of transportation to work? Yes No
* If hired, would you be willing to submit to and pass controlled substance test(s)? Yes No
* Are you over the age of 18? (If under 18, hire is subject to verification of minimum legal age.) Yes No

*List all present and past employers, starting with your most recent employer.*

|  |  |  |  |
| --- | --- | --- | --- |
| Employer: | Telephone: | **Dates Employed** | |
| **From** | **To** |
| Address: | |
|  |  |
| Job Title: | | **Compensation** | |
| Hourly | Salary |
| Immediate Supervisor: | |
| **Starting** | **Final** |
| Reason for Leaving: | | $ | $ |
| Describe Duties and Responsibilities: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer: | Telephone: | **Dates Employed** | |
| **From** | **To** |
| Address: | |
|  |  |
| Job Title: | | **Compensation** | |
| Hourly | Salary |
| Immediate Supervisor: | |
| **Starting** | **Final** |
| Reason for Leaving: | | $ | $ |
| Describe Duties and Responsibilities: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer: | Telephone: | **Dates Employed** | |
| **From** | **To** |
| Address: | |
|  |  |
| Job Title: | | **Compensation** | |
| Hourly | Salary |
| Immediate Supervisor: | |
| **Starting** | **Final** |
| Reason for Leaving: | | $ | $ |
| Describe Duties and Responsibilities: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer: | Telephone: | **Dates Employed** | |
| **From** | **To** |
| Address: | |
|  |  |
| Job Title: | | **Compensation** | |
| Hourly | Salary |
| Immediate Supervisor: | |
| **Starting** | **Final** |
| Reason for Leaving: | | $ | $ |
| Describe Duties and Responsibilities: | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **NAME** | **CITY/STATE** | **COURSE OF STUDY** | **YEARS COMPLETED** | **TYPE OF DEGREE** |
| **HIGH SCHOOL** |  |  |  |  |  |
| **UNDERGRADUATE COLLEGE** |  |  |  |  |  |
| **GRADUATE/ PROFESSIONAL** |  |  |  |  |  |
| **OTHER** |  |  |  |  |  |

*List any certification, training, or other education not listed above that may help you qualify for this position. Also please provide any equipment you have operated and years of experience.*

Rate your skill level in the following areas:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Word Processing | None | Fair | Good | Excellent | Years | of | Experience: |
| Spreadsheet | None | Fair | Good | Excellent | Years | of | Experience: |
| Internet | None | Fair | Good | Excellent | Years | of | Experience: |
| E-mail | None | Fair | Good | Excellent | Years | of | Experience: |

**References**

*List below three persons not related to you who have knowledge of your work performance within the last 5 years.*

Name: Occupation:

Relationship to You:

Company: Phone #: Address:

Name: Occupation:

Relationship to You:

Company: Phone #: Address:

Name: Occupation:

Relationship to You:

Company: Phone #: Address:

May we contact your current employer? Yes No

Please list any employer or person provided on this application that you do not authorize us to contact:

**Agreement & Authorization**

**Please read the following statements. Initial each paragraph and sign below.**

I certify that the answers given herein are accurate and true to the best of my knowledge. In the event of my employment, I understand and agree that false or misleading information given in my application or interview(s) may result in discharge. *Initial:*

I understand that this application is for informational purposes only and does not constitute an offer of employment or an employment contract. If an employment relationship is later established, I understand my right to resign at anytime for any reason. I also understand that this company may also terminate my employment at any time, for any reason not prohibited by law. *Initial:*

I understand that if I am offered a position with this company, I will be subject to a criminal background investigation. My employment will be conditional on successful completion of the background check. No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the time that has passed since the offense and/or completion of the sentence, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered, and may be disqualifying. *Initial:*

I authorize to inquire and investigate into my

(Company Name)

employment, educational, professional, and criminal background as needed to verify the information on this application and research my qualifications for this position. Unless specifically stated in this application, this company may contact all Employers and References that I have provided in order to obtain this information. I hereby release

(Company Name)

from all liability that might

otherwise result from such investigations into my background. *Initial:*

I understand that if I am offered a position with this company, I will be required to complete a drug and alcohol/controlled substances test. I understand that successful completion of such test(s) are required as a condition of my employment, and that all test results will remain confidential. *Initial:*

***I hereby acknowledge that I have read and agree to the above statements.***

Signature or Applicant Date

To re-order call, 1-800-745-9970 or visit, [www.LaborLawCenter.com](http://www.LaborLawCenter.com/)



Product ID: FED170

©2008 LaborLawCenter, Inc. All rights reserved.

LaborLawCenter, Inc. does not assume responsibility for the use, actions, or decisions made by the employer which may violate local, state, or federal law. LaborLawCenter, Inc. is NOT providing any legal advice or legal opinion by selling this form. Limited license is granted to the purchaser of this form to only allow reproduction of a completed form for its internal use. Any form of reproduction is strictly prohibited.