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|  | **APPLICATION FOR EMPLOYMENT** |
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|  |
| Please print – **All questions must be answered** | An Equal Opportunity Employer |
| **PERSONAL INFORMATION** |
| Name: |  |  |
|  | (Last) | (First) | (M.I.) |  |
| Address: |  |  |
|  | (Street) |  |
| How long at this address: | (City) | (State) | (Zip) |  |
| Previous Address: |  |  |
| Home Telephone: | (Street) | (City, State, Zip) |  |  |
| Work Telephone: |
| Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **EMPLOYMENT INTEREST** |
| Position(s) applied for: |  |  Date of application: |  |  |
| Salary range desired:  |  |  Date available for work: |  |  |
| Type of position: | [ ]  Full time | [ ]  Part time | [ ]  Other : |  |  |
| Are you available to work the following: | Overtime: | [ ]  Yes | [ ]  No | Evenings: | [ ]  Yes | [ ]  No |  |
|  | Weekends: | [ ]  Yes | [ ]  No | Holidays: | [ ]  Yes | [ ]  No |  |
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| **GENERAL INFORMATION** |
| 1. | Are you a U.S. citizen or an alien legally authorized to work in the U. S.? [ ]  Yes [ ]  NoFederal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination. |  |
| 2. | Are you at least 18 years of age? [ ]  Yes [ ]  No If not, birthdate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Note: We are required to obtain a work permit from all employees under age 18 before they begin work. Generally, work permits are issued at the school the minor is attending. If you are under 18 and do not currently have a work permit, please contact your school. |  |
| 3. | Referral source: |  |  |
| 4. | Have you applied to this company before? [ ]  Yes [ ]  No | If yes, when? |  |  |
| 5. | Have you been employed by this company before? [ ]  Yes [ ]  No | If yes, when? |  |  |
| 6. | Do you have any relatives employed by this company? [ ]  Yes [ ]  No If yes, please list names, relationships and positions. |  |
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| 7. | Have you ever been discharged or suspended by an employer? [ ]  Yes [ ]  No If yes, describe. |  |
|  |  |  |
| 8. | Have you ever been convicted of an offense (Felony or Misdemeanor) under any state’s Code of Criminal Justice or similar laws of this or any other jurisdiction?\* [ ]  Yes [ ]  No If yes, please explain |  |
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| **EMPLOYMENT HISTORY** |
| Starting with your most recent employment, list employment for the past 10 years including self employment, summer, part-time, and part or full-time military service. You may include any work performed on a volunteer basis. Please attach a separate sheet if necessary. |
| Company | From (month/year) | To (month/year) | Starting salary | End salary |
|  |  |  |  |  |
|  |  |  |  |  |
| Street | Job Title | Supervisor |
|  |  |  |
|  |  |  |
| City, State, Zip | Telephone |
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|  |  |
| Work performed | Reason for leaving (or planning to leave) |
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| --- | --- | --- | --- | --- |
| Company | From (month/year) | To (month/year) | Starting salary | End salary |
|  |  |  |  |  |
|  |  |  |  |  |
| Street | Job Title | Supervisor |
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| City, State, Zip | Telephone |
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| Work performed | Reason for leaving |
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| --- | --- | --- | --- | --- |
| Company | From (month/year) | To (month/year) | Starting salary | End salary |
|  |  |  |  |  |
|  |  |  |  |  |
| Street | Job Title | Supervisor |
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| City, State, Zip | Telephone |
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| Work performed | Reason for leaving |
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| **EDUCATION** |
| Please check the last year of formal education completed: [ ]  9 [ ]  10 [ ]  11 [ ]  12 [ ]  13 [ ]  14 [ ]  15 [ ]  16 [ ]  17 [ ]  18 [ ]  18+ |
| If you did not complete high school, do you have a high school equivalency diploma (GED)? [ ]  Yes [ ]  No |
|  | Name and Location of Institution | Type of Degree or Diploma | Major course of study | Did you graduate? |
| High School |  |   |  | [ ]  Yes [ ]  No |
| College or Technical School |  |  |  | [ ]  Yes [ ]  No |
| Graduate School  |  |  |  | [ ]  Yes [ ]  No |

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| **Other Training or Skills (Machines operated, special courses, computers, typing, special licenses, permit or certificates)** |
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| Please identify the job for which you are applying and write a paragraph as to why you are qualified. In addition, please describe what you consider as outstanding customer service. |
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| *For certain positions, driving a company vehicle is an essential function of the job.  As a condition of employment will you be able to provide a current valid (unexpired)clean driver’s license?*[ ]  Yes [ ]  No |
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| **REFERENCES** |
| List three Supervisory references you have known over three years who are not related to you. |
| Name | Company/Occupation | Years Known | Telephone Number |
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Notice to all applicants:

Employment with Utech Basement Waterproofing may be contingent upon the applicant passing a reference check and or producing a valid drivers license dependent on the position. Utech Basement Waterproofing has the right to revoke any offer of employment based on a negative reference check or lack of a valid and clean driver’s license.

Utech Basement Waterproofing is authorized to investigate all statements made on the application and to discuss the results of its investigations with those responsible for hiring. Utech Basement Waterproofing may also contact my former employer(s) or other persons who can verify information.

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| I have read and agree to the conditions stated above. I give my consent to former employer(s) and other contact persons to respond to questions pertaining to information on this application. Further I release from liability such former employer(s) or other persons contacted by and providing information to Utech Basement Waterproofing. I acknowledge that all the above statements are true. Falsification on an employment application is grounds for immediate termination. |
| Applicant Name *(Please print.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| Applicant Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_ |

