

Spencer Homes Remodeling
APPLICATION FOR EMPLOYMENT

(PLEASE PRINT) Date of Application _____

Position(s) Applying For _____

Referral Source: Advertisement Friend Relative Employment Agency Walk In Other _____

Name _____
Last First Middle

Current Address _____
Number Street City State Zip

Telephone (____)

Have you filed an application here before? If yes, give date? _____ Yes No

Are you employed now? Yes No

May we contact your present employer? Yes No

Are you a U.S. citizen or can you establish that you are an authorized worker? Yes No

On what date would you be available for work? _____

Are you available to work Full time Part time Special Assignment

Are you on layoff and subject to recall?

Have you ever been convicted of, or pled guilty or nolo contendere to any crime (other than a minor traffic violation)?

If yes, please explain (Note that conviction of a crime will not necessarily disqualify an applicant – the nature of the crime and when the conviction occurred will be considered) _____

Approximate rate of pay expected: _____

Do you have the physical ability to perform all essential duties of the job(s) for which you are applying?

If no, please explain _____

Are there workplace accommodations which would assure better job placement and/or enable you to perform your job to your maximum capability? Yes No

If yes, please indicate _____

List professional, trade, business or civic activities and offices held. (Exclude those which indicate race, color, religion, sex or national origin.) _____

Give name, address and telephone number of three references who are not related to you and are not previous employers.

EDUCATION

	ELEMENTARY	HIGH	COLLEGE/ UNIVERSITY	GRADUATE PROFESSIONAL
School Name				
Years Completed (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				
Describe Specialized Training, Apprenticeship, Skills and Extra-Curricular Activities				
Honors Received:				

State any additional information you feel may be helpful to us in considering your employment: _____

Summarize special skills and qualifications acquired from employment or other experience.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities.

	DATES EMPLOYED		WORK PERFORMED
EMPLOYER	FROM	TO	
ADDRESS			
PHONE			
JOB TITLE	HOURLY RATE/SALARY		
	STARTING	FINAL	
SUPERVISOR			
REASON FOR LEAVING			
	DATES EMPLOYED		WORK PERFORMED
EMPLOYER	FROM	TO	
ADDRESS			
PHONE			
JOB TITLE	HOURLY RATE/SALARY		
	STARTING	FINAL	
SUPERVISOR			
REASON FOR LEAVING			
	DATES EMPLOYED		WORK PERFORMED
EMPLOYER	FROM	TO	
ADDRESS			
PHONE			
JOB TITLE	HOURLY RATE/SALARY		
	STARTING	FINAL	
SUPERVISOR			
REASON FOR LEAVING			
	DATES EMPLOYED		WORK PERFORMED
EMPLOYER	FROM	TO	
ADDRESS			
PHONE			
JOB TITLE	HOURLY RATE/SALARY		
	STARTING	FINAL	
SUPERVISOR			
REASON FOR LEAVING			

If you need additional space, please continue on a separate sheet of paper.

Applicants Declaration, Authorization, and Consent for Release of Information

(Please read carefully and sign below)

I certify that the statements made in this application are true, complete and correct. I agree that any misrepresentation or omission of information or incomplete information in this application shall be sufficient reason for withdrawal of an employment offer or for subsequent dismissal if employed.

I hereby authorize Spencer Homes Remodeling to make any investigation of the information set forth in this application through its own agents and employees and through investigative or credit agencies of its choice. I authorize all persons and institutions named in this application to furnish any information they have concerning me.

I agree that, if I am hired, Spencer Homes Remodeling had the right, exercisable in its sole discretion, to make and implement decisions relating to my position, compensation, retention, termination, and other terms and conditions of employment. I agree that, if I am hired, my employment will be an employment-at-will, subject to termination by Spencer Homes Remodeling, or by me at any time, with or without cause. I understand that Spencer Homes Remodeling is not bound by anything to the contrary which may be communicated to me. I further agree that any personnel manual, handbook, publication, policy, procedure, rule or regulation that may now or in the future apply to me is subject to change or withdraw by Spencer Homes Remodeling at any time and does not modify the employment-at-will relationship described above.

As part of this application, and at any time during my employment if I am hired, I hereby give my voluntary consent to be tested for drug usage. I hereby consent to the release of the test results to Spencer Homes Remodeling for its use regarding my employment or continued employment. I acknowledge and agree that the results of drug test may preclude my employment or result in the termination of my employment.

All references to Spencer Homes Remodeling in this Applicant's Declaration shall be interpreted to include all divisions, subsidiaries, and affiliates of Spencer Homes Remodeling

In consideration of Spencer Homes Remodeling's consideration of this application, I hereby waive and release any claim or demand or right of action arising out of or relating to any of the matters identified or described in this Applicant's Declaration.

I authorize Spencer Homes Remodeling, including its employees, agents, and representatives, and any consumer reporting agency or agencies retained by Spencer Homes Remodeling to retrieve information concerning me, including but not limited to credit reports, from sources including businesses, employers, educational institutions, government agencies, credit reporting agencies, and law enforcement agencies, prior to and/or during any time of my employment with Spencer Homes Remodeling I authorize all such sources of information to supply such information to Spencer Homes Remodeling and the related person's referenced above. I further authorize any consumer-reporting agency retained by Spencer Homes Remodeling to disclose the results of its verification efforts to Spencer Homes Remodeling

I hereby forever release and discharge Spencer Homes Remodeling and any consumer reporting agency retained by it, including their agents, employees and representatives, from any and all damages, losses, liabilities, costs and expenses relating to or arising out of the retrieval and/or reporting of information described above. I understand that, if adverse employment action is taken against me base on the information described above, I am entitled to receive a copy of any consumer report and a copy of my rights under the Fair Credit Reporting Act. I further understand that, if any statements and/or answers on my application for employment will be denied or my employment will be terminated.

Applicant Signature

Print Applicant's Name

Date