

VANDERWERFF & MAY BUILDERS INC.

**EMPLOYMENT APPLICATION
AN EQUAL OPPORTUNITY EMPLOYER**

Date Application Filed	Position Desired:		
PERSONAL INFORMATION			
<hr/>			
(Print) Last Name	First	Middle	Social Security Number
Present Address		Phone Number	
Are you 18 years or older?			
Yes <input type="checkbox"/> No <input type="checkbox"/>			
Have you ever been convicted of a crime or are you presently charged with a felony? If so, where and when, and explain circumstances.			
<hr/>			
Describe any U.S. Military Service (Branch, Rank, Nature, and Date of Discharge)			
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Are you presently in the National Guard or Reserve? (If so, identify unit and any service obligations).			
<hr/>			
Any other name you have used in connection with employment, education, U.S. Military Service, or any criminal conviction or pending felony charge:			
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Date you can start _____ Salary Desired _____

Are you employed now? _____ If so, may we inquire of your present employer? _____

Have you ever applied to this Company before? _____ Where? _____ When? _____

Have you previously worked for this Company? _____ Yes _____ No _____ If yes, when? _____

Where? _____ Position? _____

Relatives employed by Company? _____ Yes _____ Who? _____ No _____

Do you have any activities, commitments, or responsibilities (for example, school, other employment, etc.) which might, in any way, interfere with your ability to work full time, including overtime, in the position for which you are applying? _____

If employed here, do you expect to work on any other job? _____ Yes _____ No _____

If Yes, give nature of work and amount of time it requires. _____

How much time did you miss from work in the past year? _____

Describe fully the nature of the work in your present (or most recent) job: _____

What special skills or knowledge do you have which will aid you in qualifying for employment? (Include tools and machines): _____

DO NOT WRITE BELOW THIS LINE

Interviewed by _____ Date _____

Hired: Yes ☐ No ☐ Position _____ Dept. _____

Salary/Wage _____ Date Reporting to Work _____

Approved: 1. _____ 2. _____ 3. _____

EDUCATION	Name and Location of School	Number of Years Attended	Did You Graduate?	Subject Studied
Grammar School	_____	_____	_____	_____
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Trade, Business or Correspondence School	_____	_____	_____	_____
General Subjects of Special Study or Research Work	_____	_____	_____	_____

WORK HISTORY (List all past periods of employment. Use additional sheet of paper if necessary.)					
Dates of Employment Mo. Yr.	Name of Company, Address & Name of Immediate Supervisor	Type of Business	Job Title & Type of Work Performed	Wage or Salary	Reason for Leaving
From To					
From To					
From To					
From To					
From To					
From To					
From To					

In Case of Emergency Notify:

Name _____ Address _____ Phone No. _____

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EMPLOYMENT APPLICATION

AUTHORIZATION AND WAIVER

I authorize and request my former employers, references, educational institutions, and any credit agencies or reporting services which may have information about me, to give the above-designated Company any and all information and opinions about me in their possession; I hereby waive written notice of such release of information and opinions, and I release such former employers, references, education institutions, and credit agencies or reporting services from any liability or claim relating to such release of information and opinions. I also authorize and request federal, state, and local governmental agencies to release to the above-designated Company any information requested concerning any criminal convictions on my record. A photocopy of this signed authorization and waiver shall be valid as an original.

Dated _____ Signature _____

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