

Application for Employment – Reilly Construction & Development

Equal access to programs, services and employment is available to all persons. Applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.

1. Position(s) applied for: _____
2. Referral Source: Advertisement Walk-in Employee Relative Other: _____
 Government Employment Agency Private Employment Agency
3. Name: _____
 Last First Middle Social Security #
4. Street: _____
 Street City State Zip Code Phone #
5. If you are under 18 and it is required, can you furnish a work permit? Yes No
6. If no, please explain: _____
7. Have you submitted an application before? Yes No If yes, give dates: _____

8. Have you ever been employed here before? Yes No If yes, give dates: _____

9. Are you legally eligible for employment in this country? Yes No.
10. Are you able to meet the attendance requirements of the position? Yes No
11. Have you ever been bonded? Yes No
12. Have you ever pled “guilty” or “no contest” to, or been convicted of a crime? Yes No
 If yes, please provide date(s) and details (Answering “yes” to these questions does not constitute an automatic bar to employment; factors such as date of the offence, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account): _____

13. Driver’s license number, if driving is an essential function # _____ State _____
14. Have you ever defaulted on a loan or filed for bankruptcy? Yes No
 If yes, please provide date(s) and details (Answering “yes” to these questions does not constitute an automatic bar to employment; factors such as date of the offence, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account): _____

Date	State	Circumstances
------	-------	---------------

EDUCATION BACKGROUND – List high school, college or trade/vocational school

SCHOOL/CITY AND STATE	YEARS ATTENDED	DEGREE/DIPLOMA/MAJOR

Skills and qualifications (special training, skills, licenses and/or certificates that may qualify you as able to perform job-related functions in the position for which you are applying): _____

REFERNCES – List 3 people who you are not related to and have known for at least one year.

NAME	ADDRESS	TELEPHONE	YEARS KNOWN

EMPLOYMENT HISTORY – Please explain any gaps in employment in comment section below.

1. Job Title: _____ Date Employed – From: _____ To: _____
Employer: _____ Address: _____ Telephone: _____
Hourly Rate or Wage: Starting \$ _____ per _____ Ending \$ _____ per _____
Summarize the type of work performed and job responsibilities: _____

Reason for leaving: _____
May we contact for reference? Yes No Later
Comments: _____

2. Job Title: _____ Date Employed – From: _____ To: _____
Employer: _____ Address: _____ Telephone: _____
Hourly Rate or Wage: Starting \$ _____ per _____ Ending \$ _____ per _____
Summarize the type of work performed and job responsibilities: _____

Reason for leaving: _____
May we contact for reference? Yes No Later
Comments: _____

3. Job Title: _____ Date Employed – From: _____ To: _____
Employer: _____ Address: _____ Telephone: _____
Hourly Rate or Wage: Starting \$ _____ per _____ Ending \$ _____ per _____
Summarize the type of work performed and job responsibilities: _____

Reason for leaving: _____
May we contact for reference? Yes No Later
Comments: _____

I give the employer the right to contact and obtain information from all references, employers, schools, and to verify the accuracy of the information contained in this application. I hereby release the employer and its representatives from liability for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

This application is current for 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand that if I am employed, any misrepresentation or material omission made by me on this application may be sufficient cause for immediate termination, whenever it is discovered.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice. The employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law.

This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary.

I have read and fully understand the above and seek employment under these conditions.

Signature of Applicant

Date

This form is not intended to be substituted for legal advice nor does it constitute a guarantee of compliance with appropriate statutes or regulations.