

APPLICATION for EMPLOYMENT

PCM

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Company.

Please Print

Position applied for _____ Date of application _____

Name _____ Social Security # _____
Last First Middle

Address _____
Street City State ZipCode

Telephone# (____) _____ Cell # (____) _____ E-Mail Address _____

Referral Source (How did you hear about us?) _____

If you are under 18, and it is required, can you furnish a work permit? ___yes ___no
If no, please explain _____

Have you ever been employed here before? ___yes ___no If yes, give dates and supervisors _____

Are you legally eligible for employment in this country? ___yes ___no

Date available for work ____/____/____ What is your desired salary range? \$ _____

Type of employment desired: ___Full-Time ___Part-Time ___Temporary ___Seasonal

Driver's license number if driving may be required in position for which you are applying _____ State _____
Text

Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

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 _____

EMPLOYMENT HISTORY Starting with your most recent employer, provide the following information:

Employer _____ Telephone # _____ Dates employed: Mo. ____ Yr. ____ to Mo. ____ Yr. ____
Street address _____ City _____ State _____ Starting Wage: _____ (hourly or salary?)
Starting job title _____ Final job title _____ Final Wage: _____ (hourly or salary?)
Immediate supervisor and title _____ May we contact for reference? ___yes ___no ___later
Why did you leave? _____

Summarize the type of work performed and job responsibilities: _____
What did you like most about your position? _____
What were the things you liked least about the position? _____

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Immediate supervisor and title _____ May we contact for reference? ___yes ___no ___later
Why did you leave? _____

Summarize the type of work performed and job responsibilities: _____
What did you like most about your position? _____
What were the things you liked least about the position? _____

SKILLS AND QUALIFICATIONS

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying:

Computer Skills (Check where appropriate. Include software titles and years of experience.)

___ Word Processing _____	Years: _____	E-Mail _____	Years: _____
___ Spreadsheet _____	Years: _____	Internet _____	Years: _____
___ Presentation _____	Years: _____	Other _____	Years: _____

EDUCATIONAL BACKGROUND

Starting with your most recent school attended, provide the following information:

School (include City/State)	Years Completed	Completed	GPA/Class Rank	Major/Minor
		___ Diploma ___ GED ___ Degree _____ ___ Certification _____ ___ Other _____		
		___ Diploma ___ GED ___ Degree _____ ___ Certification _____ ___ Other _____		
		___ Diploma ___ GED ___ Degree _____ ___ Certification _____ ___ Other _____		

REFERENCES

List names and telephone numbers of three business/work references who are **not** related to you and are **not** previous supervisors. If not applicable, list three schools or personal references who are **not** related to you.

Name	Title	Relationship to you	Telephone	Number of Years Known

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for 90 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment,

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or 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 supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

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

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) eliminate me from further consideration for employment, or (2) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date ____/____/____

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LIST OF EXPERIENCE

Please complete the following:

Please check the column that closest describes your experience:

NO EXPERIENCE (Would like to learn) SOME EXPERIENCE (Still need direction) MUCH EXPERIENCE (Minimal direction needed) COMMENTS

	NO EXPERIENCE (Would like to learn)	SOME EXPERIENCE (Still need direction)	MUCH EXPERIENCE (Minimal direction needed)	COMMENTS
Supervision				
Survey/stakeout/building layout				
Equipment operation – list type				
Concrete slabs				
Concrete footings & foundations				
Concrete finishing				
Welding work				
Rough carpentry				
Layout walls				
Finish carpentry (trimwork)				
Cabinet/countertop hanging				
Asphalt shingling				
Metal roofing				
Metal/vinyl soffit/fascia				
Metal/vinyl/Hardiboard siding				
Hang metal or wood doors				
Mount windows				
Steel stud framing				
Drywall finishing				
Acoustical ceiling tile work				
HVAC work				
Plumbing – journeyman or apprentice?				
Other skill? – please list				
Overall:				
Steel building erection				
Pole building erection				
Residential construction				
Commercial construction				

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I, _____, hereby give my permission to release information concerning myself to Mills Construction, Inc. and release the reference giver from all liability associated with this information.

Signature: _____ Date: _____

Applicants complete above dotted line only

TO: _____ (Company given as reference)

_____ has applied for employment with our company and has listed you as a reference. Please answer the following questions and return by mail or fax. Thank You.

Please rate:

	Excellent	Good	Fair	Poor
Performance	_____	_____	_____	_____
Reliability	_____	_____	_____	_____
Cooperation	_____	_____	_____	_____
Quality of Work	_____	_____	_____	_____
Attitude	_____	_____	_____	_____

Would you rehire this person? _____ Yes _____ No

If "No", please explain:

Other Comments: _____

Signature: _____ Date: _____

Title: _____