

# Employment Application Form

Applicants of Roger Wilkie, Jr. Builder, Inc shall be afforded equal opportunity in all aspects of employment without regard to race, color religion, political affiliation, national origin, disability, marital status, sexual orientation, gender or age.

*APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS*

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Maiden

Present address \_\_\_\_\_  
Number Street City State Zip

How long \_\_\_\_\_ Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Telephone ( ) \_\_\_\_\_  
If under 18, please list age \_\_\_\_\_  
Position applied for (1) \_\_\_\_\_  
and salary desired (2) \_\_\_\_\_

Days/hours available to work  
No Pref \_\_\_\_\_ Thur \_\_\_\_\_  
Mon \_\_\_\_\_ Fri \_\_\_\_\_  
Tue \_\_\_\_\_ Sat \_\_\_\_\_  
Wed \_\_\_\_\_ Sun \_\_\_\_\_  
How many hours can you work weekly? \_\_\_\_\_ Can you work nights? Y / N  
Employment desired \_\_ FULL-TIME ONLY \_\_ PART-TIME ONLY \_\_ FULL- OR PART-TIME  
When are you available to begin work? \_\_\_\_\_

TYPE OF SCHOOL, NAME OF SCHOOL and LOCATION  
(Complete mailing address) \_\_\_\_\_  
NUMBER OF YEARS  
COMPLETED \_\_\_\_\_  
MAJOR &  
DEGREE \_\_\_\_\_  
High School \_\_\_\_\_  
College \_\_\_\_\_  
Business or Trade School \_\_\_\_\_  
Professional School \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A CRIME? \_\_\_\_\_ No \_\_\_\_\_ Yes  
If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation: \_\_\_\_\_

DO YOU HAVE A DRIVER'S LICENSE? \_\_\_\_\_ Yes \_\_\_\_\_ No  
What is your means of transportation to work? \_\_\_\_\_

Driver's license number \_\_\_\_\_ State of issue \_\_\_\_\_ Operator \_\_\_\_\_ Commercial (CDL) \_\_\_\_\_  
Expiration date \_\_\_\_\_  
Have you had any accidents during the past three years? Y / N How many? \_\_\_\_\_  
Have you had any moving violations during the past three years? Y / N How Many? \_\_\_\_\_

# Roger Wilkie, Jr. Builder, Inc.

Please list two references other than relatives or previous employers.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
Telephone ( ) _____	Telephone ( ) _____

Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

## Military

HAVE YOU EVER BEEN IN THE ARMED FORCES? \_\_\_\_\_ Yes \_\_\_\_\_ No  
ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Specialty \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

## Work Experience

Please list your work experience for the **past five years** beginning with your most recent job held.  
If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Job Title: \_\_\_\_\_ Duties: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Type of business: \_\_\_\_\_  
Name of Immediate Supervisor: \_\_\_\_\_  
His/Her Title: \_\_\_\_\_  
Salary / Hourly Rate: (Start) \_\_\_\_\_ (Finish) \_\_\_\_\_  
Dates of Employment (Month & Year): \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
May we contact this employer? Y/N If no, please explain: \_\_\_\_\_

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Job Title: \_\_\_\_\_ Duties: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Type of business: \_\_\_\_\_  
Name of Immediate Supervisor: \_\_\_\_\_  
His/Her Title: \_\_\_\_\_  
Salary / Hourly Rate: (Start) \_\_\_\_\_ (Finish) \_\_\_\_\_  
Dates of Employment (Month & Year): \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
May we contact this employer? Y/N If no, please explain: \_\_\_\_\_

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Job Title: \_\_\_\_\_ Duties: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Type of business: \_\_\_\_\_  
Name of Immediate Supervisor: \_\_\_\_\_  
His/Her Title: \_\_\_\_\_  
Salary / Hourly Rate: (Start) \_\_\_\_\_ (Finish) \_\_\_\_\_  
Dates of Employment (Month & Year): \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
May we contact this employer? Y/N If no, please explain: \_\_\_\_\_

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# Roger Wilkie, Jr. Builder, Inc.

Job Title: \_\_\_\_\_ Duties: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Type of business: \_\_\_\_\_  
Name of Immediate Supervisor: \_\_\_\_\_  
His/Her Title: \_\_\_\_\_  
Salary / Hourly Rate: (Start) \_\_\_\_\_ (Finish) \_\_\_\_\_  
Dates of Employment (Month & Year): \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
May we contact this employer? Y/N If no, please explain: \_\_\_\_\_

May we contact your present employer? \_\_ Yes \_\_ No  
Did you complete this application yourself \_\_ Yes \_\_ No

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CERTIFICATION: I hereby certify that all entries on this employment application are true and complete and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part of any employment in the service of Roger Wilkie, Jr. Builder, Inc. I understand that all information on this application is subject to verification and I consent to criminal history background checks. I also consent that you may contact references, former employees and education institutions listed on this application. I further authorize Roger Wilkie, Jr. Builder, Inc. to rely upon and use, as it sees fit, any information received from such contacts. Information contained on this application may be disseminated to other agencies, non-governmental organizations or systems on a need to know basis for good cause shown as determined by the company or designee.

Date: \_\_\_\_\_  
Applicant Signature: \_\_\_\_\_