



Application For Employment

Position _____

Last Name _____ First Name _____ MI _____

Address _____ City _____ Zip _____

Telephone(____) _____ Mobile/Pager (____) _____

If necessary, best time to call you at home is _____ am or pm

If you are under 18 and it is required can you furnish a work permit? Yes No

Have you submitted an application here before? Yes No

Have you been employed here before? _____ If so when? _____

Are you legally eligible for employment in this country? _____

Date available for work ____/____/____ What is your desired salary \$__per hour

Type of employment desired ___full time ___part time ___temporary

Will you work overtime _____

Are you able to meet the attendance requirements of the position? _____

Have you ever been bonded? _____

Have you ever pled "guilty" of "no contest" to, or been convicted of a crime?
_____ Yes _____ No. If yes please explain and give details.

Employment History

All applicants are required to complete employment history for the past 5 year period with or without resume.

Employer _____
Name _____
Address _____
City _____ State _____ Zip _____
Contact Person _____
Phone (_____) _____ Position held _____
Salary/Wage \$ _____ From ___/___/_____ To ___/___/_____
Reason for leaving _____

Employer _____
Name _____
Address _____
City _____ State _____ Zip _____
Contact Person _____
Phone (_____) _____ Position held _____
Salary/Wage \$ _____ From ___/___/_____ To ___/___/_____
Reason for leaving _____

Employer _____
Name _____
Address _____
City _____ State _____ Zip _____
Contact Person _____
Phone (_____) _____ Position held _____
Salary/Wage \$ _____ From ___/___/_____ To ___/___/_____
Reason for leaving _____

Employer _____
Name _____
Address _____
City _____ State _____ Zip _____
Contact Person _____
Phone (_____) _____ Position held _____
Salary/Wage \$ _____ From ___/___/_____ To ___/___/_____
Reason for leaving _____

Employment History (cont.)

Employer _____
Name _____
Address _____
City _____ State _____ Zip _____
Contact Person _____
Phone (_____) _____ Position held _____
Salary/Wage \$ _____ From ___/___/_____ To ___/___/_____
Reason for leaving _____

Employer _____
Name _____
Address _____
City _____ State _____ Zip _____
Contact Person _____
Phone (_____) _____ Position held _____
Salary/Wage \$ _____ From ___/___/_____ To ___/___/_____
Reason for leaving _____

Explain all gaps in employment if any _____

Educational Background

High School _____ City _____ Yr Graduated _____
College _____ Major _____ Yr Graduated _____

References

List name and telephone number of three business/work references that are not related to you and or not previous supervisors. If not applicable, list three school or personal references that are not related to you.

Name _____ Phone(____) _____ Yrs Known _____
Name _____ Phone(____) _____ Yrs Known _____
Name _____ Phone (____) _____ Yrs Known _____

Background Check

The purpose of this form is to notify you that a consumer investigative report will be run on you in the course for consideration for employment with Suburban Sheet Metal.

Please Print:

Last Name _____
First Name _____ Middle _____
Social Security # _____ Date of Birth _____
Drivers License# _____ State Issued _____
Present Address _____
City _____ State _____ Zip _____

In connection with this request, I authorize all corporations, former employers, educational institutions, law enforcements agencies, city, state, county and federal courts, military services and persons to release information they may have about me to the person or company with which this form has been filed or their agent. This releases the aforesaid parties from any liability and responsibility for collecting any information.

Applicants Signature

Date

APPLICANT STATEMENT

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

I expressly authorize, without reservation, the employer, its representatives, employees or representatives 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 such information in the employment process and all other persons. Corporations or organizations for furnishing such information about me,

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

I understand that this application remains current for only 30 days, At the conclusion of that time if I have not heard from the employer and still wish to be considered for employment it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notices, and 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 defined 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 authority to work in the United States 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 (i) cancel further consideration of this application, or (ii) immediately discharge me 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 ____/____/____

Employment Questionnaire

Do you have transportation to and from work? _____

How many 1/8's are in one inch? _____

How many inches are in ten feet? _____

What two types of Prints are used for installing sheet metal?

Which Prints would you use to locate the duct layouts?

Which Prints will give you wall layouts?

Name two types of fasteners or connectors used to join two ducts?

Where would you look to find out if a fire damper is needed when a duct runs across a fire corridor?

Where is acoustical liner installed?

Where is duct wrap installed?
