



# Application for Employment

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.

Position(s) Applied For: \_\_\_\_\_ Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_

## How did you learn about Prime Contractors, Inc.? (Please complete all that apply)

- Internet Open House Job Fair (which one) \_\_\_\_\_
- Referral (who) \_\_\_\_\_
- Advertisement (which one) \_\_\_\_\_
- Employee (name) \_\_\_\_\_
- Other \_\_\_\_\_

## PERSONAL INFORMATION

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

Present Address: \_\_\_\_\_

Permanent Address: (if different than above) \_\_\_\_\_

Telephone Numbers: Home: ( ) \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Work: ( ) \_\_\_\_\_ Cellular/Pager: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Can you, after employment, submit verification of your legal right to work in the United States? \_\_\_\_\_

Have you been convicted of a felony/misdemeanor? \_\_\_\_\_

Date: \_\_\_\_\_ Place: \_\_\_\_\_ Nature: \_\_\_\_\_

(An affirmative answer will not automatically disqualify you from being considered for employment)

Have you ever filed an application with Prime Contractors Inc.? \_\_\_\_\_

If yes, under what name? \_\_\_\_\_

Have you ever been employed by Prime Contractors, Inc.? \_\_\_\_\_

During what dates? \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_

Are you currently employed? \_\_\_\_\_

May we contact your present employer? \_\_\_\_\_

Are you available to work (circle all that apply) Full-time Part-time Shift work Temporary

What date will you be available to start? \_\_\_\_/\_\_\_\_/\_\_\_\_ Two weeks notice? (circle one) yes / no

Can you travel if a job requires it? \_\_\_\_\_

Do you know of any reason why you cannot perform the essential function of the job for which you are applying with or without reasonable accommodations? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Prime Contractors, Inc. reserves the right to make employment conditional upon the results of a drug test and background investigation.

## EDUCATION AND EXPERIENCE

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Education	Name & Address	Subject Studied	Years of Study	Diploma/Degree
High School				
College				
Graduate or Professional				

<b>Job-related Skills</b> Summarize special job-related skills and qualifications acquired from employment or other experience, including any certifications.
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<b>Military Experience</b> Describe any job-related training received in the United States Military.
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<b>Other Experience</b> Describe any additional experience related to your work.
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## EMPLOYMENT EXPERIENCE

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Start with your present or most recent job. Include job-related military service and volunteer activities. You may exclude organization(s), which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Dates Employed: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Hourly Rate/Salary: Starting: \$ \_\_\_\_\_ Final: \$ \_\_\_\_\_  
Employer: \_\_\_\_\_ Telephone Number(s): \_\_\_\_\_  
Address: \_\_\_\_\_ Your Title: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_ Supervisor's Telephone:(\_\_\_\_) \_\_\_\_\_

Work Performed/Responsibilities:

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Reason for Leaving:

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Dates Employed: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Hourly Rate/Salary: Starting: \$ \_\_\_\_\_ Final: \$ \_\_\_\_\_  
Employer: \_\_\_\_\_ Telephone Number(s): \_\_\_\_\_  
Address: \_\_\_\_\_ Your Title: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_ Supervisor's Telephone:(\_\_\_\_) \_\_\_\_\_

Work Performed/Responsibilities:

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Reason for Leaving:

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Dates Employed: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Hourly Rate/Salary: Starting: \$ \_\_\_\_\_ Final: \$ \_\_\_\_\_  
Employer: \_\_\_\_\_ Telephone Number(s): \_\_\_\_\_  
Address: \_\_\_\_\_ Your Title: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_ Supervisor's Telephone:(\_\_\_\_) \_\_\_\_\_

Work Performed/Responsibilities:

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Reason for Leaving:

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## PROFESSIONAL REFERENCES

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Please list two professional references.

**Supervisor Name**

\_\_\_\_\_

**Peer Name**

\_\_\_\_\_

Company

\_\_\_\_\_

Company

\_\_\_\_\_

Work Telephone Number

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Work Telephone Number

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Okay to contact? Y / N**

**Okay to contact? Y / N**

Home Telephone Number

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Home Telephone Number

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Okay to contact? Y / N**

**Okay to contact? Y / N**

E-mail address

\_\_\_\_\_

E-mail address

\_\_\_\_\_

Dates of Employment

\_\_\_\_\_ to \_\_\_\_\_

Dates of Employment

\_\_\_\_\_ to \_\_\_\_\_

## APPLICANT'S STATEMENT

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I certify that the information given here is true and complete to the best of my knowledge. This application for employment shall be considered active for a maximum of 90 days.

I authorize Prime Contractors, Inc. to investigate all statements given in this application as may be necessary in making an employment decision. I release all parties from any liability regarding information concerning my previous employment or any other pertinent information they may furnish.

I understand and acknowledge that unless otherwise defined by law, any employment relationship with Prime Contractors, Inc. is at will, which means I (the employee) may resign at any time, and Prime Contractors, Inc. (the employer) may discharge me at any time, with or without cause. This at will relationship cannot be changed unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_