



Employment Application

We are an Equal Opportunity Employer

Corle Building Systems considers all applicants for employment without regard to race, color, religion, sex, national origin, age, handicap, disability or veteran status. Corle Building Systems complies with applicable state and local laws prohibiting discrimination in employment in every jurisdiction in which it maintains facilities. Employment is based on successfully completing a pre-employment physical and drug/alcohol screening. All applicants selected for employment will be asked to pay for the physical and then be reimbursed upon successful passing of the test.

Please Print

Position(s) Applied For:	Date of Application:
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Last Name:	First Name:	Middle Name:	
Address:	City:	State:	Zip Code:
Telephone Number(s):			

Referral Source: (i.e., newspaper, unemployment office, etc.)

Are you currently employed?	___ Yes ___ No
Have you ever filed an application with us before?	___ Yes ___ No
Are you over 18 years of age?	___ Yes ___ No
Are you prevented from lawfully becoming employed in this country because of Visa or immigration status? (Proof of citizenship or immigration status will be required upon employment.)	___ Yes ___ No
Have you been convicted of a felony within the last seven (7) years? (Conviction will not necessarily disqualify an applicant from employment.)	___ Yes ___ No
On what date would you be available for work? _____	
Do you want to work: ___ Full Time ___ Part Time	
Are you comfortable working at various heights?	___ Yes ___ No
Can you travel if a job requires it?	___ Yes ___ No
Are you available to work weekends if necessary?	___ Yes ___ No
Are you on current “lay-off” status and subject to recall?	___ Yes ___ No

Education

	Elementary School	High School	Undergraduate/ College/Univ.	Graduate/ Professional
School Name & Location				
Years Finished	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/ Degree				
Describe Course Study				

Describe any honors you have received:
State any additional information you feel may be helpful to us in considering your application:

<p>List professional, trade, business or civic activities and offices held: You may exclude memberships that would reveal sex, race, religion, national origin, age, ancestry, handicap or other protected status.</p>

Professional References

(Please list three references that have known you professionally - - do not include family members.)

Name	Address	Telephone Number	Years Known
1.			
2.			
3.			

Personal References

(Please list three references that have known you on a personal basis - - do not include family members or former employers)

Name	Address	Telephone Number	Years Known
1.			
2.			
3.			

Have you ever had any job-related training in the United States Military? ___ Yes ___ No

If yes, please describe:

Employment Experience

Employer:	Dates of Employment: From: _____ To: _____
Address:	Hourly Rate/Salary: Start: _____ Finish: _____
Telephone Number(s):	Job Title:
List job duties:	Supervisor's Name:
Reason for Leaving:	
May we contact this employer for a reference check? _____ Yes _____ No	

Employer:	Dates of Employment: From: _____ To: _____
Address:	Hourly Rate/Salary: Start: _____ Finish: _____
Telephone Number(s):	Job Title:
List job duties:	Supervisor's Name:
Reason for Leaving:	
May we contact this employer for a reference check? _____ Yes _____ No	

Employer:	Dates of Employment: From: _____ To: _____
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Employer:	Dates of Employment: From: _____ To: _____
Address:	Hourly Rate/Salary: Start: _____ Finish: _____
Telephone Number(s):	Job Title:
List job duties:	Supervisor's Name:
Reason for Leaving:	
May we contact this employer for a reference check? _____ Yes _____ No	

Special Skills & Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Applicant's Statement

I understand and agree that:

The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentations or omission of any facts in my application, resume or any other materials, or during my interview, can be justification for refusal of employment, or, if employed, termination from **Corle Building Systems**. I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at employment decision.

I understand that as a condition of employment, I may be required to undergo and successfully pass a pre-employment physical and drug/alcohol test.

This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this period should enquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with **Corle Building Systems** is of an "at will" nature, which means that the employee may resign at any time with or without cause and the employer may discharge the employee at any time with or without cause.

I also understand that I am required to abide by all rules and regulations of the employer.

Name of Applicant

Date