



Contracting Inc.

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Employee Application

Please fully complete the following forms

SECTION 1) Personal Information:

Type of Employment Desired:

Full Time [ ] Part Time [ ] Temporary [ ] Seasonal [ ]

How did you hear about us? \_\_\_\_\_

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_

Position applied for:

- Checkboxes for Laborer, Job Foreman, Estimator (QST & QB), Project Manager, Office Position, Apprentice Taper, Journeyman Taper, Apprentice Acoustical Ceilings, Journeyman Acoustical Ceilings, Apprentice Framer/Hanger, Journeyman Framer/Hanger

Date available for work: \_\_\_\_\_

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

Are you under 18? \_\_\_\_\_

What is your desired salary/pay range? \_\_\_\_\_

List any reason known to you why you might not be able to perform consistently or promptly the position you applied for: \_\_\_\_\_

CRIMINAL RECORD: (Conviction of a crime is not an automatic bar to employment. Factors such as the nature/gravity of the crime, length of time since conviction/sentence, the nature of job which you have applied for)

Have you ever been Convicted, pled Guilty or No Contest or Forfeited Bond or Bail for any crimes? Yes [ ] No [ ]

If yes, Explain: \_\_\_\_\_

**SECTION 2) Education:**

	High School	College/University	Graduate/Professional
School Name			
Years Completed (Circle)	9 10 11 12	1 2 3 4	1 2 3 4
Year of Graduation/Completion			
Diploma/Degree			
Any other Specialized Trade Training, Apprenticeship, Extra Activities.			

**SECTION 3) Work Experience:**

Are you currently employed? Yes  No

May we contact your employer? Yes  No

Were you ever discharged from any employment for reasons other than lack of work?

Yes  No

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

Did you ever resign from employment rather than face dismissal Yes  No

If yes, Please explain details: \_\_\_\_\_

Are you a veteran/currently active in any of the US Armed Forces? Yes  No

**Fill out ALL periods of employment below. Start present or most recent position(s). Include self employment, US Armed forces services, and volunteer work.**

Employer:	Dates Employed		Work Duties Performed:
	From:	To:	
Address:			
Telephone:			
Job Title:	Hourly Rate/Salary		
Supervisor:	Starting:	Ending:	
Reason for Leaving:			

Employer:	Dates Employed From: _____ To: _____		Work Duties Performed:
Address:			
Telephone:			
Job Title:	Hourly Rate/Salary Starting: _____ Ending: _____		
Supervisor:			
Reason for Leaving:			

Employer:	Dates Employed From: _____ To: _____		Work Duties Performed:
Address:			
Telephone:			
Job Title:	Hourly Rate/Salary Starting: _____ Ending: _____		
Supervisor:			
Reason for Leaving:			

Employer:	Dates Employed From: _____ To: _____		Work Duties Performed:
Address:			
Telephone:			
Job Title:	Hourly Rate/Salary Starting: _____ Ending: _____		
Supervisor:			
Reason for Leaving:			

Please explain reason's for any gaps in employment history: \_\_\_\_\_

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**SECTION 4) Business References:**

Please provide three business references that are NOT related to you.

Name: \_\_\_\_\_ Number: \_\_\_\_\_  
Position: \_\_\_\_\_  
Company: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Number: \_\_\_\_\_  
Position: \_\_\_\_\_  
Company: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Number: \_\_\_\_\_  
Position: \_\_\_\_\_  
Company: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

**SECTION 5) Personal References:**

Please provide three personal references that are NOT related to you. (Do not use same references as listed above.)

Name: \_\_\_\_\_ Number: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Years known: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Number: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Years known: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Number: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Years known: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

**Section 6) Special Skills/Experience:**

Describe any special skills/qualifications that may assist you in performing a position applied for: \_\_\_\_\_

Describe what your interests/hobbies are when you are not at work: \_\_\_\_\_

Please mark below the closest to what describes your experience. Please fill out for every position below.

<b>Position</b>	<b>No Experience</b>	<b>Some Experience</b> (still need direction's)	<b>Much Experience</b> (minimal/to no direction needed)
<b>Laborer</b>			
<b>Job Foreman</b>			
<b>Estimator (OST/QB)</b>			
<b>Project Manager</b>			
<b>Apprentice Taper</b>			
<b>Journeyman Taper</b>			
<b>Apprentice Acoustical Ceiling</b>			
<b>Journeyman Acoustical Ceiling</b>			
<b>Apprentice Framer/Hanger</b>			
<b>Journeyman Framer/Hanger</b>			
<b>Office Position</b>			

**SECTION 7) Verification and Signature:**

*Please thoroughly read all information below.*

I authorize the investigation of all matter which MJS Contracting, Inc deems relevant (Including my criminal records and all statements made in this application and attached to application) to my qualification for employment. I authorize you to request/receive such information and I release from all liability to any persons/employers supplying it. I also release you from all liability which might result from making the investigation.

I understand that MJS Contracting, Inc. is a current member of E-Verify. And upon hire I authorize MJS to verify me through this system.

I certify that all facts/information in these application/attachments are true and complete to the best of my knowledge. I understand providing any other information than requested on this application will result in disqualification of application. I understand any

falsification, misrepresentation, omission, or misleading statements, generally will result in denial of employment/immediate termination regardless when/how discovered.

I understand that I may be required to submit employment physical, professional examinations, medical inquires, urinalysis tests, for the presence of drugs/and or alcohol. I agree to such examinations or testing at the companies expense. I authorize the release of these results to MJS Contracting, Inc. in their use to evaluate my employment. I release MJS Contracting, Inc. from all liability arising out of/connected with these examinations, inquiries and testing.

I understand that I may resign or be terminated without cause or notice at any time. I understand that this application is not intended to be any kind of contract/employment agreement. I understand that MJS Contracting, Inc. and my party must both sign and written any agreements for terms of employment or contracts. I also understand that MJS Contracting, Inc. may change, withdraw, interpret other policies (including hours, wages, and working conditions) if deems appropriate.

I have read all above statements, reviewed all information provided in application, and any supporting documents. Yes  No

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

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**Equal Employment Opportunity**

**MJS Contracting, Inc. is seeking/employing the best qualified personal. We will not discriminate against any person because of their race, color, religion, age sex, marital, or veteran status, national origin , ancestry, disability or any other legal protected statues unless is a bona fide occupational requirement reasonably necessary for our business to operate.**

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**For MJS Contracting, Inc office use only:**

Date of Hire: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_