



PLEASE COMPLETE FULLY  
CLEARLY PRINT ALL INFORMATION REQUESTED  
EXCEPT SIGNATURE

## APPLICATION FOR EMPLOYMENT

DRUG TESTING AND BACKGROUND CHECKS MAY BE REQUIRED

Date: \_\_\_\_\_  
MM/DD/YYYY

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

Present Address: \_\_\_\_\_  
Number Street City St Zip

How long have you resided there? \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security No: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Month Date Year

Driver's License  Yes  No (if no, please explain) \_\_\_\_\_

Driver's License # \_\_\_\_\_ State of Issue \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Class: \_\_\_\_\_

Number of accidents in past three years \_\_\_\_\_ Number of moving violations in past 3 years: \_\_\_\_\_

What is your means of transportation? \_\_\_\_\_

Position applied for: \_\_\_\_\_ Desired Wage: \_\_\_\_\_

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

Days/Hours Available to Work:  
 Mon \_\_\_\_\_  Tues \_\_\_\_\_  Wed \_\_\_\_\_  Thurs. \_\_\_\_\_  Fri. \_\_\_\_\_  Sat \_\_\_\_\_  Sun \_\_\_\_\_

Employment desired:  Full Time  Part Time  Full – OR Part-Time

How many hours can you work weekly? \_\_\_\_\_

Have you ever been convicted of a crime?  YES  NO If yes, please complete the following:

Total Number of:  Misdemeanors: \_\_\_\_\_  Felonies: \_\_\_\_\_

Nature of offense(s) leading to conviction(s): \_\_\_\_\_  
\_\_\_\_\_

How recently committed: \_\_\_\_\_

Sentence imposed: \_\_\_\_\_

Type(s) of rehabilitation: \_\_\_\_\_

**EDUCATION:**

	NAME & ADDRESS	YEARS COMPLETED	MAJOR OR DEGREE
HIGH SCHOOL			
UNIVERSITY			
BUS. OR TRADE SCHOOL			
OTHER			

**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 \_\_\_\_\_ DISCHARGED \_\_\_\_\_

**WORK HISTORY:** Please list your work experience beginning with your most recent job held.

May we contact your present/most recent employer?  Yes  No

**1.** Employment Dates (start, end): \_\_\_\_\_

Company Name/Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Your Job Title: \_\_\_\_\_ Pay or Salary: \_\_\_\_\_

Reason for Leaving (specific): \_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2.** Employment Dates (start, end): \_\_\_\_\_

Company Name/Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Your Job Title: \_\_\_\_\_ Pay or Salary: \_\_\_\_\_

Reason for Leaving (specific): \_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3.** Employment Dates (start, end): \_\_\_\_\_

Company Name/Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Your Job Title: \_\_\_\_\_ Pay or Salary: \_\_\_\_\_

Reason for Leaving (specific): \_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WORK HISTORY (continued)**

**4. Employment Dates (start, end):** \_\_\_\_\_

**Company Name/Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Supervisor Name:** \_\_\_\_\_

**Your Job Title:** \_\_\_\_\_ **Pay or Salary:** \_\_\_\_\_

**Reason for Leaving (specific):** \_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What do you see as the greatest assets you can bring to our team here at Scotty's Exteriors?

\_\_\_\_\_  
 \_\_\_\_\_

What do think are the three most important qualities an employee can have?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**REFERENCES:** Please include three references other than a relative or previous employer

Name	Phone	Relationship	Years Known

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying (use back if necessary.)

I hereby attest that I have filled in all of the application information truthfully and accurately:

\_\_\_\_\_

**Print Name** **Signature** **Date**

OFFICE USE ONLY (Date & Initial)

Reviewed: \_\_\_\_\_

Interviewed: \_\_\_\_\_