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Employment Application Form

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE
SKILES EXCAVATING, INC. IS A DRUG FREE WORKPLACE.

DATE: _____

NAME: _____
LAST, FIRST, MIDDLE

Present Address and Contact Information

Address _____ City _____ State _____ Zip _____
How Long at this address? _____ Social Security Number _____ - _____ - _____

Telephone () _____ Cell Phone () _____

Emergency Contact Information

Name _____ Relationship _____ Phone# () _____

If under 18, please list age _____
Position applying for _____
Salary desired _____

Days/hours available to work (Be specific)
No preference _____
Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat _____ Sun _____

How many hours can you work per week? _____ Can you work nights? _____
Employment desired (check one) _____ FULL TIME ONLY _____ PART TIME ONLY
When are you available to start? _____

Have you ever been convicted of a crime? _____ No _____ Yes
If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

_____ (if more room is needed, please use back of this page)

TYPE OF SCHOOL NAME OF SCHOOL LOCATION

High School _____
College _____
Bus. or Trade School _____
Professional School _____
NUMBER OF YEARS COMPLETED _____ MAJOR & DEGREE _____

DO YOU HAVE A VALID DRIVER'S LICENSE? ___ Yes ___ No

What is your means of transportation to work?

Driver's License # _____ State of issue _____ Expiration date _____
___ Operator ___ Commercial (CDL) ___ Chauffeur

Have you had any accidents during the past three years? _____ How many? _____

Have you had any moving violations during the past three years? _____ How many? _____

Please list two references other than relatives or previous employers:

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
Telephone _____	Telephone _____

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 or special skills that would be beneficial to the position for which you are applying.

Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of employer: _____
Address: _____
City, State, Zip Code _____
Phone Number _____
Name of last supervisor _____
Employment dates: From _____ To _____
Pay or salary Start: _____ Final: _____
Your last job title _____
Reason for leaving (be specific)

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

Name of employer: _____
Address: _____
City, State, Zip Code _____
Phone Number _____
Name of last supervisor _____
Employment dates: From _____ To _____
Pay or salary Start: _____ Final: _____
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Reason for leaving (be specific)

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

May we contact your present employer: ____ Yes ____ No

Did you complete this application yourself? ____ Yes ____ No

If not, who did? _____

What are your construction skills?

Do you have any weak areas? YES or NO

Need improvement on anything? YES or NO

If you answered yes to either question, please explain below:

Do you have any strong areas? YES or NO

If yes, please explain below:

I understand that if Skiles Excavating hires me, it will be on a 60-day probationary period. My performance and conduct will be evaluated upon completion of the 60-day period to determine if my employment will be continued. If at any time during the 60-day probationary period, my performance or conduct does not meet the expectations of Skiles Excavating, then my employment can be terminated immediately.

Applicants Signature _____ Date signed _____