



EMPLOYMENT APPLICATION

Applications are considered without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

PERSONAL INFORMATION:

Date: _____

Name: _____

E-mail: _____ Phone: _____

Street Address: _____ City/State/Zip: _____

Available Start Date: _____ ☐ Full Time ☐ Part Time

EMPLOYMENT ELIGIBILITY: To be employed by SunWest Builders, you must meet certain state and federal employment eligibility requirements. These include (but are not limited to) United States citizenship or authorization to work in this country, and no felony convictions (for some jobs). Please answer the following questions.

1. Are you a United States citizen? ☐ YES ☐ NO
2. Are you an alien authorized to work in the United States? ☐ YES ☐ NO ☐ N/A
3. Have you ever been convicted of or charged with a felony or misdemeanor: ☐ Yes ☐ No If yes, please explain details in full, including dates, details of offense(s) charged, jurisdiction and disposition of case:

EDUCATION:

Schools/Colleges Attended:	# Years	Year Grad	Degree
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT/WORK EXPERIENCE: Start with your present or most recent position. Include military service assignments and volunteer activities. Exclude organization names that indicate race, color, religion, sex or national origin.

Employer: _____

Job Title: _____ Supervisor: _____

Street Address: _____

City/State/Zip: _____ Phone: _____

Describe Duties/Responsibilities/Accomplishments: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): From _____ To _____

Employer: _____

Job Title: _____ Supervisor: _____

Street Address: _____

City/State/Zip: _____ Phone: _____

Describe Duties/Responsibilities/Accomplishments: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): From _____ To _____

Employer: _____

Job Title: _____ Supervisor: _____

Street Address: _____

City/State/Zip: _____ Phone: _____

Describe Duties/Responsibilities/Accomplishments: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): From _____ To _____

MILITARY SERVICE:

(A copy of a report of separation from the Armed Services may be required)

1. Are you a veteran? ☐ YES ☐ NO If yes, list type of discharge: _____

2. Dates of service (From/To) _____

BUSINESS REFERENCES: Please provide individual and company names, position, addresses and phone numbers for 3 business references.

Name: _____

Company: _____

Street Address: _____

City/State/Zip: _____

Position: _____ Phone: _____

Name: _____
Company: _____
Street Address: _____
City/State/Zip: _____
Position: _____ Phone: _____

Name: _____
Company: _____
Street Address: _____
City/State/Zip: _____
Position: _____ Phone: _____

PERSONAL REFERENCES: Please provide names, addresses, phone numbers, relationship and how long known for 3 personal references.

Name: _____
Relationship: _____
Street Address: _____
City/State/Zip: _____
How long known?: _____ Phone: _____

Name: _____
Relationship: _____
Street Address: _____
City/State/Zip: _____
How long known?: _____ Phone: _____

Name: _____
Relationship: _____
Street Address: _____
City/State/Zip: _____
How long known?: _____ Phone: _____

LANGUAGE SKILLS: Check any which apply to you. ☐ Multilingual (Specify languages)
_____ ☐ Sign Language

LICENSING/CERTIFICATION: If a license or certification is required or related to the position for which you are applying, complete the following:

<i>License Type</i>	<i>Date Issued</i>	<i>Date Expires</i>	<i>Issuer/Location of Issuing Authority</i>	<i>License No.</i>

SPECIAL SKILLS: Describe any special skills or qualifications for this work:

I AUTHORIZE any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they may have, personal or otherwise, with regard to any of the subjects covered by this application, and I release such parties from all liability from any damages which may result from furnishing such information to you.

I CERTIFY that the above answers are true and complete to the best of my knowledge. I authorize SunWest Builders, to investigate any statement contained in this application as necessary to determine my qualifications. I understand that this application is not and is not intended to be any kind of contract or agreement. In the event of employment, I understand that any false or misleading information given in my application, correspondence, discussions or interview may result in refusal to hire or immediate termination if hired. I understand also, that I am required to abide by all rules, regulations and policies of SunWest Builders.

Signed: _____

Date: _____

FOR SUNWEST BUILDERS INTERNAL USE ONLY:

Arrange Interview: ☐ Yes ☐ No Date: _____ Place: _____

Remarks: _____

Approved: ☐ Yes ☐ No Date: _____

By: _____