

Division II Construction Company Application for Employment

Name: _____ Date: _____

Best way for us to contact you. Phone: _____ Email: _____

Position applying for: _____ Referred to Division II by: _____

Home Phone: _____ Cell Phone: _____

Address: _____

Street City State Zip

I am seeking a Permanent Position Seasonal Position Part-time Position

If necessary for the job, I am able to:

Work overtime Yes No Work Weekends Yes No

Work Nights Yes No Work out of town Yes No

Provide a valid Driver's License Yes No

If yes fill out the following: Issuing State: _____ Class: _____

List Endorsements: _____

EMPLOYMENT HISTORY

List most recent employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary following this section or on an extra sheet of paper if necessary.

Employer name and address: _____ _____	Position title/duties, skills: _____ _____	Start date: _____	End date: _____
Pay: \$ Per: _____	Supervisor: _____ Telephone: _____	Reason for leaving: _____	
Employer name and address: _____ _____	Position title/duties, skills: _____ _____	Start date: _____	End date: _____
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Pay: \$ Per: _____	Supervisor: _____ Telephone: _____	Reason for leaving: _____	

Summarize other employment related to this job:

EDUCATION

	Institution name	Years Completed	Field of study	Graduate or degree
High school				
College/university				
Business/technical				
Additional				

MILITARY

Are you a veteran? Yes No

Duty/specialized training: _____

SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities or honors that should be considered:

Equipment you are qualified to operate or repair:

Professional licenses, certifications or registrations:

Additional skills, including supervision skills, other languages or information regarding the career/occupation you wish to bring to the employer's attention:

REFERENCES

List personal references who are not relatives or former supervisors.

Name	Address	Telephone	Occupation	Years known

CONTACT

In case of accident or illness, please contact: Name: _____ Daytime phone: _____
Address: _____ Relationship: _____

INFORMATION TO THE APPLICANT

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references. It may be necessary to perform a detailed background check in order to obtain security clearances if necessary for the job. By signing below you authorize the background check. You will be required to: supply your birth certificate or other proof of authorization to work in the United States, and may be required to have a physical examination and/or a drug test.

Signature of Applicant

Date

Equal Employment Opportunity: While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no effect on your application for employment.

Email this completed application to accounting@divisionii.com or fax to 520-798-1233 Attn: HR