

# Application for Employment – Reilly Construction & Development

Equal access to programs, services and employment is available to all persons. Applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.

1. Position(s) applied for: \_\_\_\_\_
2. Referral Source:    Advertisement    Walk-in    Employee    Relative    Other: \_\_\_\_\_  
                                    Government Employment Agency    Private Employment Agency
3. Name: \_\_\_\_\_  
                                   Last                                   First                                   Middle                                   Social Security #
4. Street: \_\_\_\_\_  
                                   Street                                   City                                   State                                   Zip Code                                   Phone #
5. If you are under 18 and it is required, can you furnish a work permit?    Yes    No
6. If no, please explain: \_\_\_\_\_
7. Have you submitted an application before?    Yes    No   If yes, give dates: \_\_\_\_\_  
                                   \_\_\_\_\_
8. Have you ever been employed here before?    Yes    No   If yes, give dates: \_\_\_\_\_  
                                   \_\_\_\_\_
9. Are you legally eligible for employment in this country?    Yes                    No.
10. Are you able to meet the attendance requirements of the position?    Yes            No
11. Have you ever been bonded?    Yes            No
12. Have you ever pled “guilty” or “no contest” to, or been convicted of a crime?    Yes    No  
     If yes, please provide date(s) and details (Answering “yes” to these questions does not constitute an automatic bar to employment; factors such as date of the offence, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account): \_\_\_\_\_  
     \_\_\_\_\_
13. Driver’s license number, if driving is an essential function # \_\_\_\_\_ State \_\_\_\_\_
14. Have you ever defaulted on a loan or filed for bankruptcy?    Yes            No  
     If yes, please provide date(s) and details (Answering “yes” to these questions does not constitute an automatic bar to employment; factors such as date of the offence, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account): \_\_\_\_\_  
     \_\_\_\_\_

Date	State	Circumstances
------	-------	---------------

**EDUCATION BACKGROUND** – List high school, college or trade/vocational school

SCHOOL/CITY AND STATE	YEARS ATTENDED	DEGREE/DIPLOMA/MAJOR

Skills and qualifications (special training, skills, licenses and/or certificates that may qualify you as able to perform job-related functions in the position for which you are applying): \_\_\_\_\_  
 \_\_\_\_\_

**REFERNCES** – List 3 people who you are not related to and have known for at least one year.

NAME	ADDRESS	TELEPHONE	YEARS KNOWN

**EMPLOYMENT HISTORY** – Please explain any gaps in employment in comment section below.

1. Job Title: \_\_\_\_\_ Date Employed – From: \_\_\_\_\_ To: \_\_\_\_\_  
Employer: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Hourly Rate or Wage: Starting \$ \_\_\_\_\_ per \_\_\_\_\_ Ending \$ \_\_\_\_\_ per \_\_\_\_\_  
Summarize the type of work performed and job responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
May we contact for reference?  Yes  No  Later  
Comments: \_\_\_\_\_  
\_\_\_\_\_

2. Job Title: \_\_\_\_\_ Date Employed – From: \_\_\_\_\_ To: \_\_\_\_\_  
Employer: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Hourly Rate or Wage: Starting \$ \_\_\_\_\_ per \_\_\_\_\_ Ending \$ \_\_\_\_\_ per \_\_\_\_\_  
Summarize the type of work performed and job responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
May we contact for reference?  Yes  No  Later  
Comments: \_\_\_\_\_  
\_\_\_\_\_

3. Job Title: \_\_\_\_\_ Date Employed – From: \_\_\_\_\_ To: \_\_\_\_\_  
Employer: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Hourly Rate or Wage: Starting \$ \_\_\_\_\_ per \_\_\_\_\_ Ending \$ \_\_\_\_\_ per \_\_\_\_\_  
Summarize the type of work performed and job responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
May we contact for reference?  Yes  No  Later  
Comments: \_\_\_\_\_  
\_\_\_\_\_

I give the employer the right to contact and obtain information from all references, employers, schools, and to verify the accuracy of the information contained in this application. I hereby release the employer and its representatives from liability for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

This application is current for 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand that if I am employed, any misrepresentation or material omission made by me on this application may be sufficient cause for immediate termination, whenever it is discovered.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice. The employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law.

This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary.

I have read and fully understand the above and seek employment under these conditions.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

This form is not intended to be substituted for legal advice nor does it constitute a guarantee of compliance with appropriate statutes or regulations.