



SCHAEFER
General Contracting Services

4716 Pinewood Road
Louisville, KY 40218
502-968-1864
www.SchaeferCompany.com

APPLICATION FOR EMPLOYMENT

Name: _____ Date: ____ / ____ / ____

Position Applying For: _____ Date Available To Work: ____ / ____ / ____

Referred By: _____

INSTRUCTIONS: Please read carefully. Every item on this form must be answered to the best of your ability. Please print and use a pen. Your qualifications will be carefully reviewed and you will be given thorough consideration for any suitable vacancy. Upon employment, this application will become part of your permanent record with this company. Keep this in mind, as you complete this application.

Special Note: You are not required to supply any information that is prohibited by Federal, State, or Local law. We are an Equal Opportunity Employer. You may request assistance to complete this application.

PERSONAL

Name: _____ Telephone Number: (____) ____ - ____
First M.I. Last

Street: _____ Box: ____ City: _____ ST: ____ Zip: _____

Previous Address: _____ Social Security Number: ____ - ____ - ____

If younger than 18, state age here: ____ Are you legally entitled to work in the United States?: Yes No

Have you ever been convicted of a felony?: Yes No. If Yes, explain: _____

Answer these for all positions requiring the use of a vehicle:

Have you ever been convicted of a moving traffic violation?: Yes No. If Yes, list all here: _____

Have your driving privileges ever been revoked or suspended?: Yes No. If Yes, list all here: _____

Do you have a Commercial driving license?: Yes No. Do you have a valid driver's license?: Yes No.

EDUCATION

High School: (Name & Address) _____

Did you graduate?: Yes No. If no, last grade completed: ____ G.E.D. Obtained?: Yes No. Grade Average: ____

Colleges: (Name & Address) _____

Colleges: (Name & Address) _____

Did you graduate?: Yes No. If no, number of hours completed: ____ GPA: ____ Degree: _____

Major: _____ Minor: _____ If attending, date of graduation: ____ / ____ / ____

Other Education: _____

Awards, Honors, Leadership Roles: _____

MILITARY Not Applicable

List service in U.S. Military: From: _____ To: _____ Branch: _____

Rank at Discharge: ____ Military experience that may be applicable: _____

GENERAL EMPLOYMENT INFORMATION

- List here all of the equipment with which you have experience and training. (Examples: lathe, grinder, forklift, typewriter, adding machine, computers, calculators, etc.): _____

- Were you previously employed by this company?: Yes No. If yes, when: _____ to _____
- Salary Expected: \$_____ per Hour Week. Number of hours you are available per week? _____ No preference.
- Type of employment sought: regular full-time regular part-time temporary seasonal as needed
- Which of these times are you available:
Days: Yes No. Nights: Yes No. Weekends: Yes No. Holidays: Yes No.
- Indicate hours you are available to work on the following days (or check "Anytime," if you have no restrictions).
Monday Tuesday Wednesday Thursday Friday Saturday Sunday
_____ to _____ _____ to _____ _____ to _____ _____ to _____ _____ to _____ _____ to _____ _____ to _____
 Anytime Anytime Anytime Anytime Anytime Anytime Anytime
- List names of relatives currently in the employ of this company: _____

EXPERIENCE List, below, all present and past employment, beginning with your most recent employer.

- Employer _____ Starting Salary _____ per hour or week
Address _____ Last Salary _____ per hour or week
Kind of Business _____ Supervisor _____
Job Title _____ Reason for leaving*: Quit Discharge Retired Layoff
Dates Employed _____ to _____ Explain*: _____
For Job Reference, call: _____ at _____
 Please do not contact this employer. Reason: _____
- Employer _____ Starting Salary _____ per hour or week
Address _____ Last Salary _____ per hour or week
Kind of Business _____ Supervisor _____
Job Title _____ Reason for leaving*: Quit Discharge Retired Layoff
Dates Employed _____ to _____ Explain*: _____
For Job Reference, call: _____ at _____
 Please do not contact this employer. Reason: _____
- Employer _____ Starting Salary _____ per hour or week
Address _____ Last Salary _____ per hour or week
Kind of Business _____ Supervisor _____
Job Title _____ Reason for leaving*: Quit Discharge Retired Layoff
Dates Employed _____ to _____ Explain*: _____
For Job Reference, call: _____ at _____
 Please do not contact this employer. Reason: _____
- Employer _____ Starting Salary _____ per hour or week
Address _____ Last Salary _____ per hour or week
Kind of Business _____ Supervisor _____
Job Title _____ Reason for leaving*: Quit Discharge Retired Layoff
Dates Employed _____ to _____ Explain*: _____
For Job Reference, call: _____ at _____
 Please do not contact this employer. Reason: _____
- Are you willing to work out of town, if needed? Yes No.
- Do you have dependable transportation? Yes No.

In the following space, please briefly describe why you are applying for this position:

CONDITIONS OF EMPLOYMENT *To Applicant: Read this information carefully and sign below.*

This Company does not discriminate on the basis of race, color, religion, sex, national origin, citizenship, age, marital status or disability.

- I. The facts, as stated on this application, are true and correct. I understand that, if employed, false statements on this application may cause my immediate dismissal.
- II. I authorize such background and personal reports, as deemed necessary, to verify that the information I have supplied is true and accurate and to determine my fitness for this job. A copy of this authorization is as valid as the original.
- III. I understand that I may be required to work overtime as a condition of being employed here.
- IV. In consideration of my employment, I agree to conform to the rule and regulations for employees. I understand that my employment and compensation can be terminated, with or without cause, at any time, at the option of either this company or me. I understand that no representative of this company has any authority to enter into any verbal agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.
- V. I understand that I may be required to submit to a pre-employment and post-employment test for fitness, honesty, and/or substance abuse, if not prohibited by law.
- VI. Upon separation of employment, I authorize this company to withhold from my final pay check any monies owed to them by me.

DATE: _____ SIGNATURE _____

INSTRUCTIONS TO APPLICANT: COMPLETE ONLY THE SECTION(S) MARKED

AUTHORIZATION FOR CRIMINAL RECORD CHECK

I am being considered for employment. I authorize their employer representative to conduct a criminal record check. My signature below is a request to any local, state, or federal law enforcement agency to release whatever information I requested by the employer representative.

Signature: _____

PRINT NAME: _____ SOCIAL SECURITY NUMBER: _____ - _____ - _____

STREET ADDRESS: _____ APT. #: _____

CITY: _____ STATE: _____ ZIP CODE: _____ DATE OF BIRTH: _____

AUTHORIZATION FOR FINANCIAL RECORD CHECK

I am being considered for employment. I authorize their employer representative to conduct a criminal record check. My signature below is a request to any local, state, or federal law enforcement agency to release whatever information I requested by the employer representative.

Signature: _____

AUTHORIZATION FOR EMPLOYMENT REFERENCE CHECK

Please list, below, two business references who can attest to your skills, knowledge and experience that will contribute to your success in the position for which you are applying.

NAME _____ NAME _____

ADDRESS _____ ADDRESS _____

TELEPHONE (_____) _____ TELEPHONE (_____) _____

OCCUPATION _____ OCCUPATION _____