



1739 Chestnut Avenue, Suite 200  
Glenview, IL 60025-1760  
847-724-3777 / 847-724-3227 fax

## APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap or any other legally protect status.

### Personal Information

Date \_\_\_\_\_

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone No. \_\_\_\_\_ Cell Phone No. \_\_\_\_\_

e-mail: \_\_\_\_\_ Are you 18 years or older? Yes \_\_\_\_\_ No \_\_\_\_\_

Referred By \_\_\_\_\_

Position Applied For \_\_\_\_\_ Salary Expected \_\_\_\_\_

Are you either a U.S. Citizen or an alien authorized to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a valid drivers license? Yes \_\_\_\_\_ No \_\_\_\_\_

Driver's License # \_\_\_\_\_

Have you been convicted of a felony within the last seven (7) years? Yes \_\_\_\_\_ No \_\_\_\_\_

(Conviction will not necessarily disqualify an applicant from employment)

If yes, please explain: \_\_\_\_\_

Do you have a physical or mental condition which may limit your ability to perform the job applied for or pose a potential risk to other employees or customers?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Previously employed by this company? Yes \_\_\_\_\_ No \_\_\_\_\_

List any relatives employed by this company:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Are you currently on "lay-off" status and subject to recall? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you currently employed? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, are you self-employed? Yes \_\_\_\_\_ No \_\_\_\_\_

On what date would you be available for to start? \_\_\_\_\_

Briefly state your job goals: \_\_\_\_\_



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**Employment History**

Start with your present or last job

Employer \_\_\_\_\_ Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_

Date Began \_\_\_\_\_ Date Left \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Summarize job description and responsibilities \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_

Date Began \_\_\_\_\_ Date Left \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Summarize job description and responsibilities \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_

Date Began \_\_\_\_\_ Date Left \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Summarize job description and responsibilities \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_

Date Began \_\_\_\_\_ Date Left \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Summarize job description and responsibilities \_\_\_\_\_

General skills, background training you have acquired that you feel are relevant to this position \_\_\_\_\_



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**Education**

Name of High School attended \_\_\_\_\_ Location \_\_\_\_\_

Number of years completed: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

Name of College attended \_\_\_\_\_ Location \_\_\_\_\_

Number of years completed: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

List any trade schools, specialized training or apprenticeship you've pursued that may be relevant to the position

\_\_\_\_\_

**References**

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained herein to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this company is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such a change is specifically acknowledged in writing by an authorized executive of the company.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

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

***For Office use Only***

Arrange Interview: Yes \_\_\_\_\_ No \_\_\_\_\_

Interview Date \_\_\_\_\_ Interviewed By \_\_\_\_\_

Employed: Yes \_\_\_\_\_ No \_\_\_\_\_ Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Salary \_\_\_\_\_ Benefits \_\_\_\_\_



## Applicant Information Sheet Tools/Vehicle/Skills

The amount and condition of tools, age and condition of vehicle are not necessarily determining factors of employment.

### Tools

Hand Tools: Basics (including hammer, screwdrivers, tape measure, etc.): \_\_\_\_\_ Crowbars: \_\_\_\_\_ Drywall Tools: \_\_\_\_\_  
 Levels: \_\_\_\_\_ Tile Tools: \_\_\_\_\_ Planer: \_\_\_\_\_ Other: \_\_\_\_\_

Power Tools: Circular Saw: \_\_\_\_\_ Reciprocating Saw: \_\_\_\_\_ Miter Saw: \_\_\_\_\_ Table Saw: \_\_\_\_\_  
 Cordless Drill: \_\_\_\_\_ Drill: \_\_\_\_\_ Screw Gun: \_\_\_\_\_ Sander: \_\_\_\_\_ Planer: \_\_\_\_\_  
 Other: \_\_\_\_\_

Other: Ladders: \_\_\_\_\_ number and sizes: \_\_\_\_\_  
 Other Tools: \_\_\_\_\_

General Condition of Tools (Fill in the percentage of your tools that fit the following ratings - should equal 100%):

Excellent (like new): \_\_\_\_\_ %  
 Average (a lot of use, but in good shape): \_\_\_\_\_ %  
 Poor (need to be replaced): \_\_\_\_\_ %  
**Total: 100 = 0 %**

### Vehicle

Make/Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_

Describe General Condition/Appearance of Vehicle: \_\_\_\_\_

### Experience

Please rate your experience/ability to perform the following job functions. Use the following scale:

5 = Excellent  
 4 = Very Good  
 3 = Good  
 2 = Fair  
 1 = Poor  
 0 = No experience/never done

Framing: \_\_\_\_\_ Drywall Hanging: \_\_\_\_\_ Drywall Taping: \_\_\_\_\_ Installing Doors/Windows: \_\_\_\_\_  
 Ceramic Flooring: \_\_\_\_\_ Vinyl Flooring: \_\_\_\_\_ Carpeting: \_\_\_\_\_ Painting: \_\_\_\_\_ Electrical: \_\_\_\_\_  
 Plumbing: \_\_\_\_\_ Finish Carpentry: \_\_\_\_\_ Wallpapering: \_\_\_\_\_

List any other skills/experience you have had which may be relevant to the position: \_\_\_\_\_