



## APPLICATION FOR EMPLOYMENT

All statements made by applicants for employment on this application form may be checked for accuracy. We offer equal employment opportunities to all persons without regard to race, color, religion, age, marital or veterans' status, sex, national origin, disability or any other legally protected status.

### PERSONAL HISTORY

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street Apt. #

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

Home Phone \_\_\_\_\_ Cell/Other Phone \_\_\_\_\_

Social Security Number \_\_\_\_\_

Position applied for \_\_\_\_\_ Rate of pay expected \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

Are you over the age of 18?..... YES  NO

Are you legally eligible for employment in this country?..... YES  NO

Have you ever applied to or been employed by BCG before?..... YES  NO

If YES, when? \_\_\_\_\_ In what position? \_\_\_\_\_

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. \_\_\_\_\_

### EMPLOYMENT HISTORY

Beginning with your most recent or present employer, please complete the following in as much detail as possible.

Company Name, Address & Phone	Dates Worked Month & Year	Job Title	Reason for Leaving (be specific)	Rate of Pay
	From:			Start:
	To:			Final:
	From:			Start:
	To:			Final:

Company Name, Address & Phone	Dates Worked Month & Year	Job Title	Reason for Leaving (be specific)	Rate of Pay
	From:			Start:
	To:			Final:
	From:			Start:
	To:			Final:
	From:			Start:
	To:			Final:
	From:			Start:
	To:			Final:
	From:			Start:
	To:			Final:
	From:			Start:
	To:			Final:

Summarize any special training, skills, licenses and/or certificates that may assist you in the position for which you are applying. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EDUCATIONAL BACKGROUND				
Type of School	Name of School	Address of School	Number of Years Completed	Degree / Course of Study
Elementary				
High School				
College				
Trade School				
Other				

**REFERENCES**

List three business/work references who are not related to you. If not applicable, list three school or personal references who are not related to you.

Name	Title	Relationship to You	Telephone	Number of Years Known

In case of emergency notify: \_\_\_\_\_  
Name Address Phone

**JOB APPLICANT AGREEMENT AND CERTIFICATION**

I certify that the information given by me in the application is true in all respects and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in the application to verify my statements and I authorize the past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

I understand that nothing contained in the employment application or in the granting of an interview is intended to create any employment contract between Building Components Group and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no such promise of guarantee is binding upon Building Components Group unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that Building Components Group retains that same right.

I understand that this application will be kept on file for 30 days from the date completed, after which time I would have to reapply in accordance with established company procedures.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DO NOT WRITE IN THIS BOX**

**FOR OFFICE USE ONLY**

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_

Remarks \_\_\_\_\_

Date Hired \_\_\_\_\_ Position \_\_\_\_\_ Department \_\_\_\_\_

Rate of Pay \_\_\_\_\_ per (circle one) Hour Week Other Compensation \_\_\_\_\_

Comments: