

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation(s) to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for: _____		Date: ___ / ___ / ___	
Name: _____	Social Security #: _____		
(Last)	(First)	(Middle)	
Address: _____		City	State Zip
Street			
Home Telephone: ( ____ ) ____ - _____		Cell: ( ____ ) ____ - _____	
E-Mail Address: _____			

If you are under 18, and it is required, can you furnish a work permit?  Yes  No

If no, please explain: \_\_\_\_\_

Have you ever been employed here before?  Yes  No

If yes, give dates and positions: \_\_\_\_\_

Are you legally eligible for employment in this country?  Yes  No

Date available for work: \_\_\_ / \_\_\_ / \_\_\_\_\_ What is your desired salary range? \_\_\_\_\_

Type of employment desired?  Full Time  Part Time  Temporary  Other

If not applying for Full Time work, please indicate your hours of availability each day:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
From	From	From	From	From	From	From
To	To	To	To	To	To	To

<p>Attendance Requirements:</p> <p><b>All employees are expected to attend work regularly and report to work at the expected time.</b></p> <p><u>Construction Positions:</u> Monday – Friday 7:00 AM to 3:30 PM (1/2 hour unpaid lunch)*</p> <p>*Subject to change based on project requirements.</p> <p><u>Service Positions:</u> Monday – Friday 7:00 AM to 3:30 PM (1/2 hour unpaid lunch)*</p> <p>*After hours/late night/early morning availability required when On-Call.</p> <p><u>Office Positions:</u> Monday – Friday 7:30 AM to 4:30 PM (1 hour unpaid lunch)</p> <p><b>Note: All employees must be available to work overtime based on company needs. Kalamazoo Mechanical, Inc. reserves the right to change attendance requirements at its discretion.</b></p>
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Are you able to meet the attendance requirements of the position(s) you are applying for?  Yes  No

Drivers License Number (if necessary): \_\_\_\_\_ State Issued: \_\_\_\_\_

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime?  Yes  No

If yes, please provide dates and details: \_\_\_\_\_

*Answering "yes" to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation, and position applied for will be taken into account.*

**EMPLOYMENT HISTORY**

Provide the following information of your past three (3) employers, assignments or volunteer activities, starting with the most recent.

From:	To:	Employer:	Telephone:
Starting Job Title / Final Job Title:		Address:	
Immediate Supervisor and Title		Type of work & responsibilities:	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		Starting Hourly Rate / Salary: \$ _____ Per Hour or \$ _____ Per Year	
Reason for Leaving		Ending Hourly Rate / Salary: \$ _____ Per Hour or \$ _____ Per Year	
Were you fired? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, explain:			

From:	To:	Employer:	Telephone:
Starting Job Title / Final Job Title:		Address:	
Immediate Supervisor and Title		Type of work & responsibilities:	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		Starting Hourly Rate / Salary: \$ _____ Per Hour or \$ _____ Per Year	
Reason for Leaving		Ending Hourly Rate / Salary: \$ _____ Per Hour or \$ _____ Per Year	
Were you fired? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, explain:			

From:	To:	Employer:	Telephone:
Starting Job Title / Final Job Title:		Address:	
Immediate Supervisor and Title		Type of work & responsibilities:	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		Starting Hourly Rate / Salary: \$ _____ Per Hour or \$ _____ Per Year	
Reason for Leaving		Ending Hourly Rate / Salary: \$ _____ Per Hour or \$ _____ Per Year	
Were you fired? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, explain:			

## SKILLS AND QUALIFICATIONS

Summarize any training skills, licenses, and or certificates that may qualify you as being able to perform job-related functions in the position in which you are applying.

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## EDUCATIONAL BACKGROUND

NAME & LOCATION	NUMBER OF YEARS COMPLETED	DID YOU GRADUATE	COURSE STUDY
High School			
College			
Other			

## REFERENCES

NAME	POSITION / COMPANY	TELEPHONE	YEARS KNOWN

**STATEMENT OF APPLICANT**

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete, and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no questions on this application are used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and 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 supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral, or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

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.

<b><i>DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE "STATEMENT OF APPLICANT"</i></b>	
I certify that I have read, fully understand, and accept all terms of the foregoing "Statement of Applicant.	
_____	Date: ___ / ___ / ____
Signature of Applicant	