

DeSCo Architectural, Inc.

Application for Employment

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

Applicant name: _____ Date: _____

Position(s) applied for or type of work desired: _____

Address: _____

Telephone #: _____ Social Security #: _____

Email Address: _____

Type of employment desired: _____ full-time _____ part-time _____ temporary

Date you will be available to start work: _____

Are you able to meet the attendance requirements? _____ Yes _____ No

Are you at least 18 years of age? _____ Yes _____ No

Do you have any objection to working overtime if necessary? _____ Yes _____ No

Are you able to work on a concrete floor for 8 or more hours per day? _____ Yes _____ No

Have you ever been previously employed by our organization? _____ Yes _____ No

Can you submit proof of legal employment authorization and identity? _____ Yes _____ No

Have you been convicted of a crime in the last 7 years? _____ Yes _____ No

If yes, please explain (a conviction will not automatically bar employment): _____

How were you referred to us? _____

Employment History

Please provide all employment information for your past three employers starting with the most recent.

Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate supervisor and title: _____

May we contact your supervisor: _____ Yes _____ No

Dates employed: from _____ to _____ Salary: _____

Job summary: _____

What did you like most about this job? _____

What did you like least about this job? _____

Reason for leaving: _____

Employment History continued

Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate supervisor and title: _____

May we contact your supervisor: _____ Yes _____ No

Dates employed: from _____ to _____ Salary: _____

Job summary: _____

What did you like most about this job? _____

What did you like least about this job? _____

Reason for leaving: _____

Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate supervisor and title: _____

May we contact your supervisor: _____ Yes _____ No

Dates employed: from _____ to _____ Salary: _____

Job summary: _____

What did you like most about this job? _____

What did you like least about this job? _____

Reason for leaving: _____

Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate supervisor and title: _____

May we contact your supervisor: _____ Yes _____ No

Dates employed: from _____ to _____ Salary: _____

Job summary: _____

What did you like most about this job? _____

What did you like least about this job? _____

Reason for leaving: _____

Work Experience

Please rate your proficiency of the following items: 1= No Experience 5=Very Proficient

Hand Tools (Screwdrivers, Hammers, Etc.)	1	2	3	4	5
Pneumatic Tools (Air Powered Drills and Screw Guns)	1	2	3	4	5
Hydraulic Punch Presses	1	2	3	4	5
Drill Press	1	2	3	4	5
Tape Measure	1	2	3	4	5

Other Skills and Qualifications

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

Hobbies and Recreational Activities

List your hobbies or activities you enjoy in your free time:

Education

List school name and location, years completed, course of study, and any degrees earned:

High school: _____

College: _____

Technical Training: _____

Other: _____

References

List 3 references' names, telephone numbers, and years known (do not include relatives or employers):

Emergency Contact

Name: _____ Phone: _____

I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

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

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity, legal work authorization and a negative drug screening result within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant signature: _____ **Date:** _____

Please return to:
DeSCo Architectural, Inc.
716 3rd Street SE
De Smet, SD 57231
sales@descoarc.com
Fax: (605) 854-9127

Interviewed by: _____ Date: _____
Comments: _____

