



# DeSCO Architectural, Inc.

## Employment/Job Application

716 3<sup>rd</sup> Street SE DeSmet, SD 57231

605.854.9126

DeSCO Architectural, Inc. is an equal opportunity employer. DeSCO Architectural Inc. does not discriminate in employment with regards to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected by law.

### PERSONAL INFORMATION

*Incomplete information could disqualify you from further consideration. Please complete all fields.*

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Phone # \_\_\_\_\_ Mobile Phone # \_\_\_\_\_

Are you eligible to work in the U.S?  Yes  No  
(Proof of identity & eligibility will be required upon employment.)

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.)

Yes  No

Can you work overtime, including weekends?  Yes  No

### EMPLOYMENT DESIRED

Date you can start \_\_\_\_\_ Hourly rate/Salary desired \_\_\_\_\_

Position desired \_\_\_\_\_

Full Time  Part Time  Temporary/Seasonal Time Define: \_\_\_\_\_

Are you currently employed?  Yes  No

If yes, may we inquire of your present employer  Yes  No

### REFERRAL SOURCE

How did you hear about us?  Walk in  Advertisement  Referral  Other: \_\_\_\_\_

Have you ever worked for this company before?  Yes  No

Do you know anyone who works for our company?  Yes  No

If yes, who? \_\_\_\_\_

EDUCATION HISTORY	Name and location of school	Degree Received	Subjects studied/Major
High School			
College, University, Trade, School			

**EMPLOYMENT HISTORY** Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. ***Incomplete information could disqualify you from further consideration.***

From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving:			
May we contact: <input type="checkbox"/> Yes <input type="checkbox"/> No			

From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving:			
May we contact: <input type="checkbox"/> Yes <input type="checkbox"/> No			

From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving:			
May we contact: <input type="checkbox"/> Yes <input type="checkbox"/> No			

**WORK EXPERIENCE**

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

Hand Tools (screwdrivers, hammers, etc.)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Pneumatic Tools (air powered drills & screw guns)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Computers (email, documents, printing, typing)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
CNC Machines	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Forklifts	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Tape Measure	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain.

\_\_\_\_\_

**REFERENCES**

Give the names of three persons not related to you, whom you have known at least three (3) years.

Name	Address, Phone, Email	How do you know person	Years Known
1			
2			
3			

**Please read carefully before signing.**

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for DeSCo Architectural, Inc. to hire me. If I am hired, I understand that either DeSCo Architectural, Inc. or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of DeSCo Architectural, Inc. has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to DeSCo Architectural, Inc. true and complete information on this application. No requested information has been concealed. I authorize DeSCo Architectural, Inc. to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE ABOVE.**