

PLUMB WORKS • 496 Glen Iris Drive • Atlanta, GA 30308

APPLICATION FOR EMPLOYMENT

Federal law prohibits discrimination on the basis of race, color, religion, sex, national origin, age, disability or other protected status.

PLEASE PRINT ALL INFORMATION, SIGN AND MAIL TO: PLUMB WORKS, 496 Glen Iris Drive, Atlanta, GA 30308

PERSONAL DATA

Position(s) applied for: _____ Date: _____

Name: _____
First Middle Last

Address: _____
Street City State Zip Code

Phone Numbers: _____
daytime evening cell

Social Security Number: _____

If driving is essential for the job - Drivers License #: _____
State issued in: _____ Exp. Date: _____

How did you hear about this job? _____

Salary Desired: _____ Can you prove you are legally eligible for work in the U.S.? _____

If under 18 years of age, can you furnish a work permit if required? _____ If not, please explain _____

If hired, are you able to get to work and meet attendance requirements everyday? _____

Have you been convicted of a felony in the last five (5) years? _____ If so, please explain _____

Conviction does not automatically bar you from employment consideration

Type of employment wanted: Full Time: _____ Part Time: _____ Temporary: _____

Date available to begin work: _____ What hours do you prefer to work: _____

Can you work overtime, if required? _____ Weekends if required? _____

Please list hours you cannot work: _____

Will you relocate if the job requires it? _____ Will you travel if required? _____

How many days of work or school have you missed in the last year for reasons other than sickness? _____ Please explain: _____

How many days have you been late in the last year? _____ Please explain: _____

EDUCATION BACKGROUND

Please circle the highest level of education attained.

Elementary 1-5 Junior High 6 7 8 High School 9 10 11 12 G.E.D.

Technical/Trade School (which field): _____ Military Education _____

College 1 2 3 4 Name of College and Location _____

Graduate School Name of College and Location _____

Degrees Earned/Year: _____

Are you currently in school? _____ What level? _____

Summarize any special training or skills that may qualify you for the position you are applying for: _____

EMPLOYMENT HISTORY *Please list your last four employers, starting with the most recent.*

1. Employer: _____ Supervisor's Name & Title: _____
Address: _____ Phone: _____
Job Title/Position: _____
Describe Duties: _____
Reason for Leaving: _____
Starting Date: _____ Ending Date: _____ Starting Salary/Hrly Rate: _____ Ending Salary/Hrly Rate: _____
2. Employer: _____ Supervisor's Name & Title: _____
Address: _____ Phone: _____
Job Title/Position: _____
Describe Duties: _____
Reason for Leaving: _____
Starting Date: _____ Ending Date: _____ Starting Salary/Hrly Rate: _____ Ending Salary/Hrly Rate: _____
3. Employer: _____ Supervisor's Name & Title: _____
Address: _____ Phone: _____
Job Title/Position: _____
Describe Duties: _____
Reason for Leaving: _____
Starting Date: _____ Ending Date: _____ Starting Salary/Hrly Rate: _____ Ending Salary/Hrly Rate: _____
4. Employer: _____ Supervisor's Name & Title: _____
Address: _____ Phone: _____
Job Title/Position: _____
Describe Duties: _____
Reason for Leaving: _____
Starting Date: _____ Ending Date: _____ Starting Salary/Hrly Rate: _____ Ending Salary/Hrly Rate: _____

Please explain any employment gaps found above: _____

May we contact the employers listed above? If there are any you do not wish us to contact, please indicate them:

I certify that the statements contained herein are true and correct to the best of my knowledge, and I understand that any false statements or omissions by me on this application and any other required document is considered a cause for denial of employment or discharge, whenever discovered.

I understand that this document is an application for employment, and does not constitute an agreement or contract for employment of any length of time. If hired, I have the freedom to quit at any time. The employer also has the right to terminate my employment with or without cause, the exceptions required by law.

I authorize Plumb Works to investigate all information in the above application for employment. Plumb Works has the right to contact previous employers, schools and other references to verify this information. I release the employer from any liability in gathering this information. I release from liability any companies or institutions supplying this information. After termination of employment, for whatever reason, I release Plumb Works from liability for any information supplied to future potential employers.

Signature: _____ **Date:** _____