



**EMPLOYMENT APPLICATION**  
AN EQUAL OPPORTUNITY EMPLOYER

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>MI</u>	<u>SOCIAL SECURITY NUMBER</u>
<u>RESIDENCE ADDRESS</u>		<u>MAILING ADDRESS</u>	
<u>CITY</u>	<u>STATE</u>	<u>ZIP CODE</u>	<u>HOME TELEPHONE NUMBER</u>
<u>ARE YOU 18 YEARS OR OLDER?</u> ____ YES    ____ NO	<u>POSITION YOU ARE APPLYING FOR:</u>  <u>JOB TITLE</u> _____ <u>DATE AVAILABLE TO WORK</u> ____/____/____		
<b><u>BACKGROUND INFORMATION</u></b>  HAVE YOU EVER BEEN CONVICTED OF A FELONY OR FIRST DEGREE MISDEMEANOR? ____ YES    ____ NO    IF YES, WHAT WAS THE CHARGES _____  WHERE CONVICTED? _____ DATE OF CONVICTION: ____/____/____  NOTE: A "YES" ANSWER TO THESE QUESTIONS WILL NOT AUTOMATICALLY BAR YOU FROM EMPLOYMENT. THE NATURE, JOB RELATEDNESS, SEVERITY AND DATE OF OFFENSE IN RELATION TO THE POSITION FOR WHICH YOU ARE APPLYING ARE CONSIDERED.			
<u>TYPE OF WORK YOU ACCEPT:</u> ____ FULL-TIME    PART-TIME _____		<u>CHECK LOCATION WHERE YOU WILL ACCEPT WORK:</u> DAL ____ FTW ____ PRO ____ TYL ____ ____ LON ____ HOU ____ COL ____ HUNT ____ AUS ____ ____ ENN ____ WAX ____ ALL	
<u>SPECIAL SKILLS / LICENSES</u>  <u>PROFESSIONAL LICENSE/CERTIFICATION</u>  TITLE _____		<u>OFFICE EQUIPMENT</u>  KEYBOARD WPM ____ COMPUTER _____ FAX _____	<u>DRIVERS LICENSE NO</u>  LIC NO _____ STATE _____ CLASS _____ EXP DATE _____
<u>EDUCATION</u>  H.S. NAME _____ GRADUATE? Y or N		<u>BUSINESS, TRADE, TECHNICAL OR VOCATIONAL SCHOOL</u>  NAME _____ FROM ____/____/____ TO ____/____/____  DATE CERTIFIED ____/____/____ PROGRAM _____	
<b><u>COLLEGE, UNIVERSITY, OR PROFESSIONAL SCHOOL (LIST ALL UNDERGRADUATE AND GRADUATE WORK)</u></b>  NAME _____ LOCATION _____ FROM ____/____/____ TO ____/____/____ CREDITS _____  DEGREE RECEIVED _____ AA _____ BS _____ MA _____ DATE RECEIVED ____/____/____  MAJOR _____ MINOR _____			

**EMPLOYMENT HISTORY**

**CURRENT OR LAST EMPLOYER** \_\_\_\_\_

**LOCATION** \_\_\_\_\_ **JOB TITLE** \_\_\_\_\_

**NAME OF MANAGER** \_\_\_\_\_ **CONTACT TELEPHONE NO** \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DATES OF EMPLOYMENT:**        **FROM** \_\_\_\_/\_\_\_\_/\_\_\_\_ **TO** \_\_\_\_/\_\_\_\_/\_\_\_\_

**REASON FOR LEAVING** \_\_\_\_\_

**CURRENT OR LAST EMPLOYER** \_\_\_\_\_

**LOCATION** \_\_\_\_\_ **JOB TITLE** \_\_\_\_\_

**NAME OF MANAGER** \_\_\_\_\_ **CONTACT TELEPHONE NO** \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DATES OF EMPLOYMENT:**        **FROM** \_\_\_\_/\_\_\_\_/\_\_\_\_ **TO** \_\_\_\_/\_\_\_\_/\_\_\_\_

**REASON FOR LEAVING** \_\_\_\_\_

**CURRENT OR LAST EMPLOYER** \_\_\_\_\_

**LOCATION** \_\_\_\_\_ **JOB TITLE** \_\_\_\_\_

**NAME OF MANAGER** \_\_\_\_\_ **CONTACT TELEPHONE NO** \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DATES OF EMPLOYMENT:**        **FROM** \_\_\_\_/\_\_\_\_/\_\_\_\_ **TO** \_\_\_\_/\_\_\_\_/\_\_\_\_

**REASON FOR LEAVING** \_\_\_\_\_

I hereby certify that the information provided is to be true and correct, and hereby authorize, ISC Building Materials to verify the same. If employment is obtained under this application, I agree to submit to a physical examination. I also authorize former employers, educational institutions, and law enforcement agencies to give any information they may have regarding me. I hereby release them for issuing same. If upon investigation, anything contained in this application is found to be untrue, I understand I will be subject to dismissal at any time during the period of employment. I understand that, if I am offered employment by ISC Building Materials, on my first day of employment I must provide appropriate documentation of my eligibility to work in the United States. I also understand that if I fail to provide the required documentation on my first day of employment, that my offer of employment may be rescinded. If employed, I understand that my employment and compensation can be terminated at any time, with or without cause or notice, at the option of either the company or myself. I further agree that company policies and practices, publications, promises, understandings, indications, or commitments do not create an express or implied contract of employment and that the company reserves the right to add to, modify or delete any policy, condition, privilege or benefit of employment at any time with or without notice, or my consent. None of the above may be exercised by the company in violation of applicable law or collective bargaining agreement.

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **INTERVIEWER** \_\_\_\_\_