

EXCEL MECHANICAL AND CONST.

excelmechme.com



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We are an Equal Opportunity Employer and fully subscribe to the principles of Equal Employment Opportunity. Applicants and/or employees are considered for hire, promotion and job status, without regard to race, color, religion, creed, sex, marital status, national origin, age, physical or mental disability.

Name _____ Date of application _____
LAST FIRST MIDDLE

Address _____ City _____ State _____ Zip _____

Telephone _____ Email: _____

1. GENERAL INFORMATION:

Are you able to perform the essential job functions of the position for which you are applying with or without reasonable accommodation? Yes ___ No ___

Have you been convicted of any felonies other than minor traffic violations during the past seven years? (A criminal record or a conviction will not automatically bar employment, but will be considered only as it reasonably relates to your fitness to perform in the position for which you are applying.) No ___ Yes ___ If yes, explain:

2. EDUCATION & TRAINING:

Circle last grade completed - Grade 1 2 3 4 5 6 7 8 9 10 11 12 College 1 2 3 4

Name & Address of School	Major Course Studied:	Graduated or degree Y or N
Last High School Attended/Address:		
College or University:		
Other School (Technical, Vocational, Graduate, etc.) /Address		

List any scholarships, academic honors, awards or special achievements:

3. SKILLS

 Please list any skills you have that are appropriate for the position you are applying for: _____

If required, will you work?

Rotating shifts? YES ___ NO ___ Saturdays YES ___ NO ___

Overtime? YES ___ NO ___ Sundays YES ___ NO ___

Position applying for, be specific: _____ Salary Requirements per hour \$ _____ per month _____

State fully why you believe you are qualified for this position:

INTERESTS /ACCOMPLISHMENTS: You may wish to list significant experience, interests & accomplishments gained while working as a volunteer or as a hobbyist that may be useful in the position(s) you are seeking. Names or organizations designating religion, race, etc. need not be mentioned:

DATE YOU CAN START: _____

EMPLOYMENT HISTORY

Starting with your PRESENT or MOST RECENT EMPLOYER list in consecutive order ALL EMPLOYMENT for at least the past **TWO** employers. If currently employed, may we contact your employer? Yes No

PRESENT OR MOST RECENT EMPLOYER

<p>FULL NAME OF COMPANY: _____ (AREA CODE) TELEPHONE : _____</p> <p>STREET ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____</p> <p>NAME & TITLE OF SUPERVISOR: _____ TITLE OF YOUR POSITION: _____</p> <p>LIST JOBS HELD, DUTIES PERFORMED, SKILLS USED, & PROMOTIONS WHILE EMPLOYED AT THIS COMPANY:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>SALARY</p> <p>BEGIN</p> <p>END</p>	<p>EMPLOYED</p> <p>FROM TO</p> <p>MO/YR MO/YR</p>
<p>FULL NAME OF COMPANY: _____ (AREA CODE) TELEPHONE : _____</p> <p>STREET ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____</p> <p>NAME & TITLE OF SUPERVISOR: _____ TITLE OF YOUR POSITION: _____</p> <p>LIST JOBS HELD, DUTIES PERFORMED, SKILLS USED, & PROMOTIONS WHILE EMPLOYED AT THIS COMPANY:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>SALARY</p> <p>BEGIN</p> <p>END</p>	<p>EMPLOYED</p> <p>FROM TO</p> <p>MO/YR MO/YR</p>
<p>REASON FOR LEAVING:</p>		<p>REASON FOR LEAVING:</p>

READ CAREFULLY: I certify that the information contained in this application is correct to the best of my knowledge and understand that any misstatement or omission of information may result in denial of employment or discharge. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

Signature _____ **Date** _____