



J. Jones Construction Services, Inc.

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Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () _____ Cell Phone: () _____

Date Available: _____ Social Security No.: _____ Desired Salary
(Be Specific): \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If so, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Do you have a valid State of Maine Driver's License? YES NO If Yes, What class license do you have A, B or C? _____

Do you have reliable transportation? YES NO

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Please List Three Professional References

Please list three professional references.

1) Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

2) Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

3) Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Special Qualifications

Please list any special qualifications, licenses and/or certifications that would aid you in the job for which you are applying for:
Use an additional sheet(s) of paper if necessary.

Employment History (List the Last 10 Years. Use Additional Sheets If Necessary and Explain Any Gaps.)

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Job Requirements

This job may require climbing ladders, heavy lifting and working at substantial heights. Do you believe you are capable of completing these tasks? _____ If no, please explain. _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

If there is anything else you would like to add for consideration about yourself, your experience or your qualifications please feel free to use the back of this application or an additional piece of paper. Thank you for your time.