



APPLICATION FOR EMPLOYMENT

Energy Products and Design is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, age, sex, gender, disability or any other characteristic protected by law.

INTRODUCTORY INFORMATION:

Full Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Please list a phone number where we may contact you during the day: _____ Text _____ Call _____

APPLICANT QUESTIONS:

Position: _____ Salary desired: _____ Date you can start: _____

Have you ever applied to this company before? Yes No If so, when? _____

Are you currently employed? Yes No If so, may we inquire of your present employer? Yes No

Are you 18 years of age or older? Yes No

How were you referred to Energy Products and Design? _____

Are you applying for: Temporary work (summer or holiday work)? Yes No

Regular part-time work? Yes No

Regular full-time work? Yes No

Are you available to work overtime? Yes No

SKILLS:

Please list any power tools with which you are proficient: _____

Please list any carpentry skills with which you are proficient: _____

Please list any equipment with which you are proficient: _____

Indicate any computer software you are proficient in: _____

Please list any certifications, special licenses, or qualifications: _____

Other skills relevant to position applying for: _____

EDUCATION:

Last grade completed: _____

Name and Address of School: _____

Course of Study: _____ Degree/Diploma: _____

College or Technical School: _____

Name and Address of School: _____

Course of Study: _____ Number of years completed: _____

Degree/Diploma: _____

Other Schooling or Training: _____

RECORD OF EMPLOYMENT:

List all employment for the past 10 years, starting with the most recent position. All information **must** be completed. You may attach a resume, but not in the place of completing the required information. Attach additional paper if needed.

Employer: _____ Telephone: _____

Address: _____

Position Title: _____ Supervisor: _____

Start Date: _____ Date Left: _____ Beginning Salary: _____ Ending Salary: _____

Duties: _____

Reason for Leaving: _____

Employer: _____ Telephone: _____

Address: _____

Position Title: _____ Supervisor: _____

Start Date: _____ Date Left: _____ Beginning Salary: _____ Ending Salary: _____

Duties: _____

Reason for Leaving: _____

Employer: _____ Telephone: _____

Address: _____

Position Title: _____ Supervisor: _____

Start Date: _____ Date Left: _____ Beginning Salary: _____ Ending Salary: _____

Duties: _____

Reason for Leaving: _____

WORK-RELATED REFERENCES: (Do not include relatives)

Name	Occupation	Years Known	Contact Information
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

STATEMENT (Please read this statement carefully before signing this application):

I understand that employment with Energy Products and Design is at-will, meaning that I or the Organization may terminate my employment at any time, or for any reason consistent with applicable state or federal law.

I authorize Energy Products and Design to conduct a thorough background investigation of my work and personal history, and verify all data given on this application and during interviews. I hereby release Energy Products and Design, and its representatives or agents, from any liability that might result from such an investigation. I authorize all individuals, schools, and firms named, to provide any requested information and release them from all liability for providing the requested information.

I understand this application will be active for a period of 90 days; after that time, if I wish to be considered for employment, I must submit a new application. I certify that all the statements in this completed application are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal to hire.

Signature of Applicant: _____ Date Signed: _____