

SELLERS

EMPLOYMENT APPLICATION

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, marital or veteran status, disability, genetic information, or any other legally protected status.

(PLEASE PRINT)

Position Applied for:			Date of Application:	
Last Name	First Name	Middle Name	Social Security #:	
Street Address		City	State	Zip Code
Telephone Number(s):			Email Address:	
How Did You Learn About Us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Walk-In <input type="checkbox"/> Other _____				

Are you at least 21 years old? Yes No

Have you been employed with us before? Yes No If Yes, give dates and position: _____

Are you currently employed? Yes No May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No
Proof of citizenship or immigration status will be required upon employment.

Date available for work: ___/___/___ Type of employment desired: Full Time Part Time Temporary Seasonal Educational Co-Op

Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodation)?
This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.
 Yes No Need more information about the job's essential functions to respond.

Driver's license number required if driving may be required in the job for which you are applying. _____ State _____

Answering "yes" to either of the following questions does not constitute an automatic bar to employment. Factors such as date of the offence, seriousness, and nature of the violation, rehabilitation, and position applied for will be taken into account.

Have you ever pleaded "guilty" or "no contest" to, or been convicted of a crime? Yes No

If yes, please provide date(s) and details: _____

Employment Experience

Starting with your most recent employer, provide the following information:

Employer	Dates Employed		Work Performed	
	From	To		
Address				
Phone Number(s)				
Job Title	Supervisor	Starting Pay	Ending Pay	
Reason for Leaving			May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
Employer	Dates Employed		Work Performed	
	From	To		
Address				
Phone Number(s)				
Job Title	Supervisor	Starting Pay	Ending Pay	
Reason for Leaving			May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
Employer	Dates Employed		Work Performed	
	From	To		
Address				
Phone Number(s)				
Job Title	Supervisor	Starting Pay	Ending Pay	
Reason for Leaving			May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	

Education

	Name and Address of School	Course of Study	Number Years Completed	Diploma / Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

References

List name and telephone number of three business/work references not related to you and not previous supervisors. If not applicable, list three school or personal references not related to you.

Name	Title	Relationship to You	Telephone	Number of Years Known

Hiring and Employment Policies

Thank you for considering Sellers Construction Company as a potential employer. We have provided a checklist of important components of the hiring process. Please review these policies and check the box at the left to note that you have read and understand them.

- Sellers Construction Company is an equal employment opportunity employer which selects the individual who is the best match for a position based on job-related qualifications, without regard to race, color, creed, sex, national origin, religion, sexual preference, age, disability, or other protected group status.
- Sellers Construction Company employs its personnel "at will." This means that you are free to leave your employment with the company at any time, and the company is free to terminate your employment at any time.
- Harassment of employees, customers, vendors, or anyone associated in any way with Sellers Construction Company is strictly prohibited. Complaints of harassment will be promptly, fully, and fairly investigated. Persons found guilty of harassment of any kind including, without limitation, harassment based upon gender, race, or sexual orientation, are subject to discipline up to and including discharge.
- Any intentional falsification, misrepresentation, or distortion made in any company document, including employment applications, is grounds for immediate discharge.
- Sellers Construction Company maintains demographic data regarding its job applications in order to comply with applicable law and to assure that we provide equal employment opportunity to applicants. We collect this information in the first part of the Employment Application and clearly identify it. This information will be separated from your application and none of it will, under any circumstances, be used in making hiring decisions.
- All policies of Sellers Construction Company are in writing. They are contained in the employee handbook - distributed to employees at the time of employment. You should not rely upon any oral representations made to you by anyone in the company, if the representation is contrary to the written policy.
- Sellers Construction Company requires all employees to pass an initial drug screening prior to employment. Employees are also subject to random drug tests. Also, if the company ever has reason to suspect your use of illegal drugs or misuse of legal ones, or your use of alcohol during work hours, Sellers Construction Company has the right to require you to submit to drug and/or alcohol testing.
- I hereby authorize, without reservation, the employer, its representatives, employers or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agencies, employees representatives, for seeking, gathering, and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations por organizations for furnishing such information about me.
- I understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I hereby acknowledge that I understand the foregoing policies and principles, and have indicated my understanding by checking the appropriate boxes. I understand that compliance with the foregoing, as applicable, is a material term and condition of my employment.

Candidate's Signature: _____

Date: _____