



# Application for Employment

An Equal Opportunity Employer

ARE YOU 18 YEARS OF AGE OR OLDER?  Yes  No

If YES, please complete the employment application  
If NO, please do not complete the employment application.  
(Unibilt does not hire anyone under 18 years of age.)

Unibilt prohibits discrimination in employment because of race, color, sex, religion, age, national origin, disability, citizenship status, sexual orientation, sexual identity, participation in military service or any other lawful basis in accordance with all applicable federal, state and local laws.

## PERSONAL INFORMATION Today's Date / /

Name			
<i>Last</i>	<i>First</i>	<i>Middle</i>	<i>Other names, by which you have been known.</i>
Address			
<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
Home Telephone Number		Cellular Phone Number	
Are you legally eligible to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		E-mail: _____	

## POSITION DESIRED

Rough Framer   
  Plumber   
  HVAC   
  Electrician   
  Drywall: Hanger \_\_\_\_\_, Finisher \_\_\_\_\_,

Painter   
  Roofer   
  Flooring Installer   
  Finish Carpenter   
  Delivery Crew

Other(specify) \_\_\_\_\_

What are the two (2) most important factors to you in choosing a job?    1. \_\_\_\_\_

What are your wage expectations per hour? \$ \_\_\_\_\_    2. \_\_\_\_\_

## WORK SCHEDULE

- ▶ In general, the normal workday will begin at 6.30 a.m and end between 3:00 and 4:00 p.m, Monday through Friday.
- ▶ Working hours may vary based on season of the year, backlog of orders and possibly weather conditions.
- ▶ Overtime, including Saturdays should be expected during peak demand times.

## OTHER INFORMATION

What date are you available to start?	
Have you been convicted of a crime (other than minor traffic violations)? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>Answering this question will not automatically disqualify you from being hired.</small>	List all convictions, showing offenses and date:
In your prior employment, have you had shortages or misunderstanding about equipment or supplies? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe fully:
Have you ever been terminated from a job or asked to resign? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list dates and explain:
Do you have transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a valid & current driver's license?
Can you perform the essential functions of the job for which you are applying, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What relevant training or skills do you possess?	
Special licenses/certifications earned:	
Have you ever <input type="checkbox"/> applied <input type="checkbox"/> worked for Unibilt before? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when?
Do you have any relatives, friends, and/or family members who work or have worked for Unibilt before? <input type="checkbox"/> If Yes give name	
Employment Source:	<input type="checkbox"/> Walk-in <input type="checkbox"/> Classified Ad <input type="checkbox"/> School/College <input type="checkbox"/> Former employee <input type="checkbox"/> Employee referral: <input type="checkbox"/> Agency <input type="checkbox"/> Other:

**EMPLOYMENT HISTORY**

Begin with your current or most recent position and include military service, full and part-time jobs, and self employment.

Note: Even if you have your resume, please complete the WORK HISTORY in detail.

May we contact your present employer?  Yes  No

Company: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Your Position: \_\_\_\_\_

Address: \_\_\_\_\_ Duties: \_\_\_\_\_

Date Employed: From: \_\_\_\_\_ To: \_\_\_\_\_ Earnings (Starting/Ending): \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Your Position: \_\_\_\_\_

Address: \_\_\_\_\_ Duties: \_\_\_\_\_

Date Employed: From: \_\_\_\_\_ To: \_\_\_\_\_ Earnings (Starting/Ending): \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Your Position: \_\_\_\_\_

Address: \_\_\_\_\_ Duties: \_\_\_\_\_

Date Employed: From: \_\_\_\_\_ To: \_\_\_\_\_ Earnings (Starting/Ending): \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**EDUCATION**

High School <i>Name &amp; Address</i>	Graduated?  <input type="checkbox"/> Yes <input type="checkbox"/> No	Major course of study:
--	--	------------------------

College <i>Name &amp; Address</i>	Graduated?  <input type="checkbox"/> Yes <input type="checkbox"/> No	Major course of study:
--------------------------------------	--	------------------------

**CHARACTER REFERENCES: Give three (3) references who are not relatives or former employees**

Name:	Occupation:	Years Known:	Phone #
-------	-------------	--------------	---------

Name:	Occupation:	Years Known:	Phone #
-------	-------------	--------------	---------

Name:	Occupation:	Years Known:	Phone #
-------	-------------	--------------	---------

**ACKNOWLEDGEMENT**

I authorize Unibilt to verify my past employment and education, criminal records, motor vehicle records, personal references, and other job related data provided on this application or via the interview process. I also understand and agree that my employment is conditional on my passing a drug and/or alcohol test. I authorize the appropriate individuals, companies, institutions, or agencies to release legal information, and I release them from any liability as a result of such inquiries or disclosures of truthful legal information made in good faith. I understand that false or misleading statements on this application or concealment of requested facts may be considered cause for disqualification or termination.

I understand that nothing in this employment application, in Unibilt statements or personnel guidelines or in my communications with any Unibilt official is intended to create an employment contract between the Unibilt and me. I also understand that the Unibilt has the right to modify its policies without giving me any notice of the change(s). I understand that if an employment relationship is established, I have the right to terminate my employment at any time. I also understand that the Unibilt retains the right to terminate my employment at any time.

NAME (print) \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_