

APPLICATION FOR EMPLOYMENT

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

Position(s) Applied For:	Date of Application:
How Did You Learn About Us?	

Last Name	First Name	Middle Name	Birthdate		
Address	Number	Street	City	State	Zip Code
Telephone Number(s)			Social Security Number		

Have you ever filed an application with us before? YES* NO

*If yes, Give date _____

Have you ever been employed with us before? YES* NO

*If yes, Give date _____

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.

On what date would you be available to work? _____

Have you ever served in any branch of the military? YES NO

Are you currently on "lay-off" status and subject to recall? YES NO

Can you travel if a job requires it? YES NO

Have you been convicted of a felony within the last 7 years? YES* NO

Conviction will not necessarily disqualify an applicant from employment

*If yes, please explain _____

POTTER CONSTRUCTION, LLC

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities
 You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status

Employer		Dates Employed	
		From	To
Address		Hourly Rate/ Salary	
		Starting	Final
Telephone Number(s)		Work Performed	
Job Title	Supervisor		
Reason For Leaving			

Employer		Dates Employed	
		From	To
Address		Hourly Rate/ Salary	
		Starting	Final
Telephone Number(s)		Work Performed	
Job Title	Supervisor		
Reason For Leaving			

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		Starting	Final
Telephone Number(s)		Work Performed	
Job Title	Supervisor		
Reason For Leaving			

If you need additional space, please continue on a separate sheet of paper

List professional, trade, business, or civic activities and offices held. You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

EDUCATION

	Name & Address of School	Course of Study	Years Completed	Degree/ Diploma
High School				
College				
Certifications				
Other (Specify)				

Indicate any foreign languages you can speak, read and/or write

Indicate any job-related training, apprenticeship and skills you have received from employment or other experience

State any additional information you feel may be helpful to us in considering your application

REFERENCES

1.	Name _____	Phone # _____
	Address _____	
2.	Name _____	Phone # _____
	Address _____	
3.	Name _____	Phone # _____
	Address _____	

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.
I authorize investigation of all statements contained in the application for employment as may be necessary in arriving at an employment decision. **I understand that if my background check denies access to any military base or other work related job, my employment may be terminated.**
This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.
I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.
In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant _____ Date _____

CONFIDENTIAL

Background Check Authorization

Print Name: _____
(First) (Middle) (Last)

Former Name(s) and Dates Used: _____

Current Address Since: _____
(Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: _____
(Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: _____
(Mo/Yr) (Street) (City) (Zip/State)

Social Security Number: _____ DOB: _____

Telephone Number: _____

Drivers License Number/State: _____

The information contained in this application is correct to the best of my knowledge

I hereby authorize Potter Construction, LLC and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas: verification of social security number, credit reports, current and previous residences, employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency to divulge any and all information, verbal or written, pertaining to me, to Potter Construction, LLC or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources Potter Construction, LLC and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicants personal information, including, but not limited to, addresses, social security numbers, and dates of birth.

Signature: _____ Date: _____

Notice to California, Minnesota and Oklahoma Residents:
Please check the box below if you wish to receive a copy of a consumer report that is requested
 I wish to receive a copy of any Background Check Report on me that is requested