



CARLSON

Building Maintenance Employment Application

Carlson Building Maintenance is an equal opportunity employer dedicated to a policy of non-discrimination based on race, creed, color, age, sex, religion, national origin, ancestry, disability, or other protected status under state, federal, or local equal opportunity laws. Carlson Building Maintenance will provide reasonable accommodations in the application or interviewing process. If you need a reasonable accommodation in the application or interviewing process, please contact the Human Resources Department.

Personal Information

Last Name:	First Name:	MI	Position Applying For:	Salary Desired:
List any other name(s) used:			Social Security Number (optional):	
E-mail Address:	Home Telephone:	Alternative Telephone:	Best Time to call:	
Current Street Address:			City, State, Zip	
Are you under 18? Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, a work permit will be required.				
If offered employment, are you able to provide proof of your identity and eligibility to work in the US as required by Federal Law? Yes <input type="checkbox"/> No <input type="checkbox"/>				
How did you find out about job opportunities with us?				

Availability

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From	From	From	From	From	From	From
To	To	To	To	To	To	To
Are you looking for: Part Time <input type="checkbox"/> Full Time <input type="checkbox"/> Casual <input type="checkbox"/> Date available to begin work:						

Education

Name and Location of School	No. of years attended:	Did you graduate?	Degree Obtained	Subjects Studied:
High School or Equivalent	1 2 3 4			
Undergraduate	1 2 3 4			
Graduate, Trade, Other	1 2 3 4			

Skills and Qualifications

Please list any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying, or any other information you would like us to consider.

Employment History

Current or Most Recent Employer Name:	Telephone:	Dates Employed:	Starting Rate	Final Rate
		From _____ To _____	\$ _____	\$ _____
Address:		Immediate Supervisor:	Telephone Number:	
Summarize the type of work performed and job responsibilities:			Your Job Title:	
Reason For Leaving?			May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Employer Name:	Telephone:	Dates Employed:	Starting Rate	Final Rate
		From _____ To _____	\$ _____	\$ _____
Address:		Immediate Supervisor:	Telephone Number:	
Summarize the type of work performed and job responsibilities:			Your Job Title:	
Reason For Leaving?			May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Employer Name:	Telephone:	Dates Employed:	Starting Rate	Final Rate
		From _____ To _____	\$ _____	\$ _____
Address:		Immediate Supervisor:	Telephone Number:	
Summarize the type of work performed and job responsibilities:			Your Job Title:	
Reason For Leaving?			May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/>	

References

Please list the name and telephone number of three business/work references who are not related to. If not applicable, list three school or personal references not related to you.

Name:	Telephone Number:	Relationship:	No. of years known:
Address:			
Name:	Telephone Number:	Relationship:	No. of years known:
Address:			
Name:	Telephone Number:	Relationship:	No. of years known:
Address:			

Agreement (please read and sign below)

Nature of My Employment:

If I work for Carlson Building Maintenance, I will be an at-will employee. This means that either I or Carlson Building Maintenance may end my employment at any time, with or without cause or notice. I agree that no written materials or verbal statements by Carlson Building Maintenance will constitute an express or implied contract of employment and that this at-will relationship could only be modified in writing identifying me by name and signed by an authorized officer of Carlson Building Maintenance.

Accuracy/Verification of Information:

I promise that the information provided in this application (and accompanying resume, if any) is true and complete, to the best of my knowledge. I understand that any false information or significant omissions may disqualify me from further consideration of employment and may be justification for my dismissal from employment, if discovered at a later date.

I authorize the investigation of all statements contained in this application (and accompany resume, if any). I also authorize Carlson Building Maintenance to contact my references and past employers to obtain information concerning my past experiences, education, and personal character.

I authorize any person, school, current employer, past employer(s), organizations, and agencies, to provide Carlson Building Maintenance with relevant information and opinions that may be used in employment decisions. In consideration of Carlson Building Maintenance review of this application, I release Carlson Building Maintenance and all providers of information from any liability as a result of furnishing and receiving this information.

I certify that I am applying for this position because I wish to work for and contribute to the success of Carlson Building Maintenance, and for no other reason. I understand that if I am employed by Carlson Building Maintenance, I will have a fiduciary duty to Carlson Building Maintenance to act in its best interests, and not in the interests of another employer. I also understand that I must treat confidentially any information that I learn in the course of my employment.

Carlson Building Maintenance does not unlawfully discriminate in employment and no questions on this application are used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state, or federal law. I understand that the company will not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I represent and warrant that if I have read and fully understand the foregoing and seek employment under these conditions.

Applicant's Signature _____ **Date** _____