

Employment Application

IM&M One Stop Home Repair

Please print and use blue or black ink

Name (last, first, middle initial)		Social Security Number		Date
If you have ever been known by another name, What was that name:		Home Phone	Work Phone	Other Contact Number
Mailing Address	Street or Box Number	City	State	Zip
Referral Source?				
*Friend		*Employee	*Yellow Pages	*Previous application with us
*Newspaper Add		*Radio or Television		
Type of Employment Desired (circle all that apply)		Position Desired		
*Full Time		_____		
*Part time(hours per week)		_____		
Wage desired:		Lowest Wage Acceptable: _____		
Are you willing to: Work weekends? *yes *no Work Overtime? *yes *no				
Are you employed now? *yes *no When could you begin work? _____				
Are you a US Citizen? *yes *no Are you legally eligible for employment in the US? *yes *no				
Do you have a car? *yes *no Current Valid Drivers License? _____				
Has your driver's license ever been suspended or revoked? *yes *no				
Have you ever been convicted of a felony? *yes *no				
Skills: Circle each type skill in which you have had experience or write down special skills you have:				
*Carpentry	*collection	*iron worker	*mechanic	
*Electrical	*computer operator	*janitor	-automotive	
*Plumbing	*customer service	*laborer (construction)	-diesel	
*Drywall	*data entry	*laborer (unskilled)	*painting	
*Roofing	*driver class A,B	*lathe operator	*payroll	
*Accounting, general	*electronics technician	*machine shop	*pipe fitter	
*Accounts receivable	*equipment operator	*machine tool operator	*retail store	
*Assembler	*fork lift operator	*machinist	*sales	
*Bookkeeping	*front desk clerk	*maintenance worker	*sawmill	
*Cashier	*grinder	*marketing	*secretary	
*Shipping receiving	*switchboard	*typing	*warehouse	
*Welding	*computer skills			
	-IBM PC	-presentation graphics		
	-Macintosh PC	-desktop publishing		
	-Other PC	-accounting software		
	-Word Processing packages			
	-Database	-windows 95		
	-Spreadsheets	-windows 98		
*Other skills (specify)		Do you have Steel-Toed Boots? *yes *no		
EDUCATION				
School Name	City-State	Courses	Years	Graduate? Year
_____ Diploma/Degree				
*yes *no				
HighSchool_____				
*yes *no				
College or Trade School_____				
*yes *no				
College_____				
*yes *no				
Military Training_____				

EMPLOYMENT HISTORY

Current or last employer
 Company Name _____ Address _____
 Supervisor _____ Business Phone _____
 Your Position _____ Duties _____
 Date Began _____ Date Left _____
 Avg Hours Per Week _____ Salary _____
 Type of Business _____ Reason for Leaving _____

Can we contact your current employer now for a work reference? *yes *no

Next Previous employer
 Company Name _____ Address _____
 Supervisor _____ Business Phone _____
 Your Position _____ Duties _____
 Date Began _____ Date Left _____
 Avg Hours Per Week _____ Salary _____
 Type of Business _____ Reason for Leaving _____

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 Company Name _____ Address _____
 Supervisor _____ Business Phone _____
 Your Position _____ Duties _____
 Date Began _____ Date Left _____
 Avg Hours Per Week _____ Salary _____
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 Company Name _____ Address _____
 Supervisor _____ Business Phone _____
 Your Position _____ Duties _____
 Date Began _____ Date Left _____
 Avg Hours Per Week _____ Salary _____
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List three references—these should be persons not related to you who have know you for at least on year

Name	Address	Phone	Relation	How long known?
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

Agreement on Background Investigation

I understand that an investigative report may be made and hereby agree to authorize all persons, schools, companies, consumer reporting agencies and other organizations to supply any accurate information concerning my background. I understand that I have a right to disclosure of such information reported, as provided by law. I understand that this application form is the property of Intown Maintenance and Management and may only be used to help secure employment for me.

SIGNED: _____

DATE: _____