



Arc Valley Construction, INC.
1982 Aspen Circle
Pueblo, CO 81006
arcvalley@comcast.net
PHONE: 719. 583. 1385

Employment Application Form

We consider applicants for all positions regardless of race, color, religion, creed, gender, national origin, age, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

POSITION(S) Applied for: _____

DATE of Application: _____

How Did You Learn About Us? (Circle One) **Advertisement** **Employment Agency**
Friend **Relative** **Walk-In** **Other:** _____

PERSONAL INFORMATION:

NAME:

Last: _____ First: _____ Middle: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

TELEPHONE NUMBER(S):

Home: _____ Cell: _____

EMAIL ADDRESS: _____

SOCIAL SECURITY NUMBER: _____ - _____ - _____

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

Have you ever been employed with us before? **YES** or **NO** -If YES, give date: _____

Are you under the age of 18? **YES** or **NO**

Are you currently employed? **YES** or **NO**

May we contact your present employer? **YES** or **NO**

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? **YES** or **NO**

Can you speak Spanish? **YES** or **NO**

On what date would you be available for work? _____

Are you available to work: (Circle One) **Full Time** **Part-Time** **Shift Work** **Temporary**

Are you currently on "LAY OFF" status and subjected to recall? **YES** or **NO**

Can you travel if a job requires it? **YES** or **NO**

Do you have a current driver's license? **YES** or **NO**

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

(Conviction will not necessarily disqualify an applicant from employment)

If **YES**, please explain,

EDUCATION:

	Name of School	Address	Course of Study	Years Completed	Diploma Degree
High School					
Undergraduate College					
Graduate College					
Other (Specify)					

Describe any job-related training received in the United States Military.

Describe any specialized training, apprenticeship, skills, and extracurricular activities.

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.)*

EXPERIENCE QUESTIONS:

1. How long have you been a carpenter? Where did you learn?

2. Can you read & understand blueprints? **YES** or **NO**

3. Can you do a layout? **YES** or **NO**

4. Can you cut roofs? Stairs? **YES** or **NO**

5. Can you hang a hollow metal door & install commercial hardware? **YES** or **NO**

6. Can you do trim work? If **YES**, please specify. **YES** or **NO**

7. How much commercial work have you done? Please specify. **YES** or **NO**

8. How much residential work have you done? Please specify. **YES** or **NO**

9. Can you weld? If yes, please specify. **YES** or **NO**

10. Can you operate any heavy equipment? Please Specify. **YES** or **NO**

11. Have you formed foundations? If **YES**, specify system used. **YES** or **NO**

12. Can you finish concrete flatwork? **YES** or **NO**

13. Have you installed curb & gutter? **YES** or **NO**

14. Can you hang drywall, tape & finish? **YES** or **NO**

15. Can you layout & install a suspended ceiling? **YES** or **NO**

16. Have you ever erected a metal building? If **YES**, please specify. **YES** or **NO**

17. What is the extent of your interior finish experience?

18. Are you familiar with the basics of mechanical & electrical systems? **YES** or **NO**

19. Do you have your own tools? **YES** or **NO**

20. Can you supervise a project? If **YES**, please specify. **YES** or **NO**

21. What are your work related goals? Please specify.

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.

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Employer:	Dates Employed		Work Performed
	FROM	TO	
Address:	Hourly Rate/Salary		
	Starting	Final	
Telephone Number(s):	Starting	Final	
Job Title:			
Supervisor:			
Reason for Leaving:			

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Employer:	Dates Employed		Work Performed
	FROM	TO	
Address:	Hourly Rate/Salary		
	Starting	Final	
Telephone Number(s):	Starting	Final	
Job Title:			
Supervisor:			
Reason for Leaving:			

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Employer:	Dates Employed		Work Performed
	FROM	TO	
Address:	Hourly Rate/Salary		
	Starting	Final	
Telephone Number(s):	Starting	Final	
Job Title:			
Supervisor:			
Reason for Leaving:			

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Employer:	Dates Employed		Work Performed
	FROM	TO	
Address:	Hourly Rate/Salary		
	Starting	Final	
Telephone Number(s):	Starting	Final	
Job Title:			
Supervisor:			
Reason for Leaving:			

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 this application for employment as may be necessary in arriving at an employment decision.

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

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview: **YES** or **NO**

Remarks: _____

Employed: **YES** or **NO** Date of Employment: _____

Job Title: _____ Hourly Rate: _____ Department: _____

BY: _____ DATE: _____

NAME & TITLE

ADDITIONAL NOTES:

