



## • APPLICATION FOR EMPLOYMENT •

### PERSONAL INFORMATION

Name \_\_\_\_\_ Date \_\_\_\_\_  
LAST FIRST MIDDLE

Present Address \_\_\_\_\_  
STREET CITY STATE ZIP

Previous Address \_\_\_\_\_  
STREET CITY STATE ZIP

Telephone Numbers: Home \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Are you a U.S. citizen or national, an alien lawfully admitted to permanent residence or an alien authorized to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor? Yes \_\_\_\_\_ No \_\_\_\_\_  
(Convictions will be considered to the extent they are deemed job related.)

NOTE: Federal law requires that you provide this information and that Select Building Services, Inc. examine documents which verify your identity and your eligibility for employment in the United States. As a condition of employment, you are required to provide such documentation as mandated by law or government regulation and to sign a form attesting that you are a lawfully able to work in the United States.

How did you learn about Select Building Services? \_\_\_\_\_

Newspaper Ad Referred By \_\_\_\_\_ Other, Specify \_\_\_\_\_

Select Building Services is an Equal Opportunity Employer. Our personnel policy is aimed at assuring equal treatment to all individuals with regard to employment, rates of pay and all other terms and conditions of employment regardless of race, religion, color, national origin, sex, age, veteran's sate or non-job related physical or mental disability.

The United States Age Discrimination in Employment Act of 1967 and the Pennsylvania Human Relations law prohibit discrimination on the basis of age with respect to individuals who are at least 40 years of age.

**EMPLOYMENT DESIRED**

Position \_\_\_\_\_ Date You Can Start \_\_\_\_\_ Salary Desired \$ \_\_\_\_\_

Are You Employed Now? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, may we inquire of your present employer? \_\_\_\_\_

Have you ever applied for a job at Select Building Services before? Yes \_\_\_\_\_ No \_\_\_\_\_ When? \_\_\_\_\_

**U.S. Military Service**

Date of Service: From \_\_\_\_\_ To \_\_\_\_\_ Branch \_\_\_\_\_

Rank and Principal Duties \_\_\_\_\_

**FORMER EMPLOYERS** (List below your last four employers, starting with your current employer.)

Date of Employment	Name, Address and Telephone Number of Employer	Salary	Position	Reason for Leaving
			Supervisor	
From		Starting	Position	
To		Final	Supervisor	
From		Starting	Position	
To		Final	Supervisor	
From		Starting	Position	
To		Final	Supervisor	

Which of these jobs did you like the best? \_\_\_\_\_

What did you like most about this job? \_\_\_\_\_

**Employer References** (List below the names and contact information of three supervisors/managers we may contact regarding positions you have held.)

Name, Telephone Number, Title, Years Known

- 1 \_\_\_\_\_  
\_\_\_\_\_
- 2 \_\_\_\_\_  
\_\_\_\_\_
- 3 \_\_\_\_\_  
\_\_\_\_\_

## EDUCATION

Please describe any additional skills, training or ability you would like us to consider in evaluating your qualifications.

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	Name and Location of School	Years Attended	Did You Graduate?	Major Study
High School				
College				
Trade, Business or Correspondence School				

I hereby give Select Building Services, Inc. the right to make a thorough investigation into my previous employment, education and references; and I release from all liability all persons, companies and corporations supplying such information. I release, indemnify and hold harmless Select Building Services, Inc. from and against any and all liability which might result from making such an investigation.

I understand that any false answer, statement or representation made by me in this application shall constitute sufficient cause for discharge. I also understand that nothing contained in this employment application or granting of an interview is intended to create an employment contract between Select Building Services, Inc. and myself for either employment or for granting of benefits. No promises for employment have been made to me, and I understand that no such promise or guarantee is binding upon Select Building Services, Inc. unless made in writing. If an employment relationship is established, I understand and agree that it is not for a definite period of time and that I have the right to terminate my employment at any time, for any reason, or for no reasons, and that Select Services, Inc. retains a similar right.

Signature \_\_\_\_\_ Date \_\_\_\_\_