



BUILDINGS A Schulte Building Systems Company

# Employment Application

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Date Available to begin work: \_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you authorized to work in the U.S.? YES  NO  Are you at least 18 years of age? YES  NO

Do you have any relatives employed by IBS? YES  NO  If so, who? \_\_\_\_\_

Have you ever applied for work with IBS? YES  NO  If so, when? \_\_\_\_\_

Have you ever worked for this company? YES  NO  If so, when? \_\_\_\_\_

Will you work overtime if required? YES  NO

Will you work weekends if required? YES  NO

Have you ever been convicted of, or been on probation or deferred adjudication for any felony or misdemeanor? YES  NO

I AGREE   
By checking this box, I acknowledge that should I continue to move forward in the employment process, as permitted by law, I may be subject to provide additional information regarding my employment, education, social security number, criminal record, residential history and references

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

Rank: \_\_\_\_\_ of \_\_\_\_\_ Did you graduate? YES  NO

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## References

An Equal Opportunity Employer

All applicants are given equal consideration for employment without regard to race, religion, sex, national origin, color, creed, age, disability or any other category protected by federal, state, or local law.

Please list three professional references.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

**Previous Employment (Most Recent First)**

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

**Comments and Additional Information**

Comments, including explanation of any gaps in employment.

\_\_\_\_\_

Job Qualifications, including any special training, skills, licenses, and/or certificates.

\_\_\_\_\_

\_\_\_\_\_

Professional, trade, or business associations relevant to the position you are applying for.

\_\_\_\_\_

\_\_\_\_\_

**Disclaimer and Signature**

*I certify that each my answers, and all information furnished on this application are true, complete and accurate and that I have not withheld or omitted any material information or response.*

*I understand that false, misleading or incomplete information in my application, interviews or any other part of the preemployment process may result in my immediate termination and/or the withdrawal of any employment offer.*

*I understand that any employment at IBS is "at-will" and is not for a fixed term or definite period. Either IBS or I may terminate the employment relationship at any time, with or without cause or notice.*

*I hereby authorize and consent to IBS conducting a background, credit, employment, criminal or other investigation check, and release IBS and any person or entity that provides information or records in connection with that investigation from any claim.*

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

**Referral Source**

IBS Web Page  IBS Employee  LinkedIn  Agency  Walk-In  Other \_\_\_\_\_

Name of person who referred you (if applicable) \_\_\_\_\_

