

F A X



envirotech

To: info@envirotech-inc.com
Fax number: (505) 632-1865

From:
Fax number:

Date:

Regarding: **Application for Employment**

Phone number for follow-up:

Comments:



APPLICATION FOR EMPLOYMENT

It is the policy of this company to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious beliefs, sex, age, national origin, physical or mental handicap, or marital status.

POSITION APPLYING FOR: _____ DATE: _____

How did you hear of job? Advertisement; name of publication? _____

Newspaper Walk-In Other Person, if so, whom? _____

First Name _____ Middle Initial _____ Last Name _____ Telephone _____

Physical Address _____ City, State, Zip _____ Alternate Telephone _____

Mailing Address (if different than above) _____ City, State, Zip _____ Email Address _____

Valid Drivers License No. _____ State _____ Expiration _____ Class _____

U.S. Military Service: _____ Rank _____

I am a US Citizen NO YES If NO, are you legally allowed to work in the US? _____

If YES, how long? _____

If employment is offered, can you submit a birth certificate, social security card, certificate of U.S. citizenship or verification of your legal right to work in the U.S.? NO YES

Have you ever been convicted of a felony? NO YES

If yes, please explain: _____

Professional Licenses, Training, and Certificates:

License/Certification Issued By	Field/Trade Specialization	License/Certificate #	Expires

What languages do you speak fluently? _____ READ WRITE

Have you ever applied for a position with this company? NO YES

Are you presently on layoff or leave of absence from any other company? NO YES

If Yes, please explain here: _____

Will you need reasonable accommodation to perform your job or participate in the selection procedures?

(e.g. written tests, interview, job demonstration, or job functions?) NO YES

If Yes, please explain here: _____

Work Preferences – Answer only the questions that apply to you and the position for which you are applying:

What type of employment do you want?	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Summer/Shift <input type="checkbox"/>
What is your minimum salary requirement?	\$ _____ Per HOUR <input type="checkbox"/> YEAR <input type="checkbox"/>
Are you willing to travel?	<input type="checkbox"/> NO <input type="checkbox"/> YES What percent of the time?
Can you type?	<input type="checkbox"/> NO <input type="checkbox"/> YES WPM: _____

EDUCATION:

Name of Last School Attended	Location & Date of Graduation	Degree or Certification
<i>High School:</i>		
<i>Colleges:</i>		
<i>Business, Technical or Certificate Programs:</i>		

EMPLOYMENT HISTORY:

From: _____ To: _____ MONTH/YEAR MONTH/YEAR Starting Hourly Salary \$ _____ Final Hourly Salary \$ _____ Hrs. Worked per Week _____ Reason for leaving: _____	Company: _____ Job Title: _____ Describe your duties: _____	_____ Address _____ City, State, ZIP _____ Supervisors Name _____ Supervisors Title _____ Phone Number:
From: _____ To: _____ MONTH/YEAR MONTH/YEAR Starting Hourly Salary \$ _____ Final Hourly Salary \$ _____ Hrs. Worked per Week _____ Reason for leaving: _____	Company: _____ Job Title: _____ Describe your duties: _____	_____ Address _____ City, State, ZIP _____ Supervisors Name _____ Supervisors Title _____ Phone Number:
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IF YOU NEED ADDITIONAL PAGES FOR EDUCATION OR WORK EXPERIENCE, PLEASE ATTACH ADDITIONAL PAGES OR A CURRENT RESUME TO THIS APPLICATION. THIS APPLICATION MUST BE FILLED OUT IN COMPLETION TO BE CONSIDERED FOR EMPLOYMENT.

READ CAREFULLY BEFORE SIGNING: *There has been no implied or expressed guarantee that my completion of this application will necessarily result in my employment. I authorize Envirotech, Inc. or their agent to make any investigation and receive information relevant to my suitability for employment. I understand that my signature below and the information I have provided is correct to the best of my knowledge, and I agree any misinterpretation made by me or the results of investigations by Envirotech, Inc. may result in any offer of employment being withdrawn or my employment terminated immediately without any obligation or liability to me other for payment, at the rate agreed upon, for services actually rendered. I further authorize any of my references, employers, schools, or military authorities to furnish information requested by Envirotech, Inc. and thereby release all such information on record to Envirotech, Inc. Representatives.*

 APPLICANT SIGNATURE

 DATE

RECEIVED BY

DATE/TIME