



## Employment Application

**Envision Builders, Inc.** considers applicants for all positions on the basis of qualifications and without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability, sexual orientation, use of lawful products during non-work hours and any other legally protected status.

**PLEASE PRINT**

Position(s) Applied For	Date of Application
-------------------------	---------------------

Last Name	First Name	Middle Name
Address	Street	City
		State
		Zip Code
Telephone Number(s) where we can contact you:		Social Security Number:
Home: (    )	Alternate No.: (    )	

Are you available to work:    Regular Full-time                  Regular Part-time, Hours:                  Temporary-Hours:

If you are under 18 years of age, can you provide required proof of you eligibility to work? Yes    No

Have you ever submitted an application with the company before? Yes    No

If yes, please give date: \_\_\_\_\_

Have you ever been employed with the company before? Yes    No

If yes, please give date: \_\_\_\_\_

Are you currently employed? Yes    No

May we contact your present employer for references? Yes    No

Are you legally qualified to work in the United States? Yes    No  
*(Proof of citizenship or immigration status will be required upon employment.)*

On what date would you be available for work? \_\_\_\_\_

### EDUCATION

	Elementary School	High School	Technical School	College	Other
School Name and Location					
Years Completed	4 5 6 7 8	9 10 11 12	1 2	1 2 3 4	1 2 3 4
Diploma Degree		Yes    No	Yes    No	Yes    No	
Major Course(s) of Study					

Summarize special skills and training not listed above:

Describe honors received:

List professional, trade, business, or civil activities and offices held.  
 You may exclude memberships which may reveal sex, race, religion, national origin, age, or disability or other protected status:

**References**

Give name, address, and telephone number of three business references who are not related to you.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Employment Experience**

Start with your present or most recent position. If information is already on your resume, fill in only those items not listed on your resume (i.e. reason for leaving, salary, etc.).

1. Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Base Pay		
Job Title	Start	Final	
Supervisor			
Reason for Leaving			
2. Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Base Pay		
Job Title	Start	Final	
Supervisor			
Reason for Leaving			
3. Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Base Pay		
Job Title	Start	Final	
Supervisor			

If you need additional space, please continue on a separate sheet of paper.

**Special Skills and Qualifications**

Summarize special job-related skills and qualifications acquired from employment or other experience.

---

---

Have you ever had any job-related training in the United States military? Yes    No

If yes, please give date: \_\_\_\_\_

Are you able to perform the essential requirements of the job? Yes    No

Have you ever filed a Workman's Compensation Claim, if "yes", please explain? Yes    No

---

---

If no, are there reasonable accommodations that can be made to allow you to perform the essential functions of the job?

---

---

State any additional information you feel may be helpful to us in considering your application.

---

---

**\*PLEASE READ CAREFULLY BEFORE SIGNING\***

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by Envision Builders, Inc. that such employment with Envision Builders, Inc. is at will, for no specified duration and may be terminated by either Envision Builders, Inc. or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of CIR or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of Envision Builders, Inc. except the President has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the President of Envision Builders, Inc..

In consideration for employment with Envision Builders, Inc., if employed, I agree to conform to the rules, regulations, policies and procedures of Envision Builders, Inc. at all times and understand that such obedience is a condition of employment. I understand that due to the nature of Envision Builders, Inc. business, attendance and punctuality are considered essential requirements of every job at Envision Builders, Inc. and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with Envision Builders, Inc. I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I herby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to Envision Builders, Inc. and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for three months. If I wish to be considered for employment after this period I must fill out and submit a new application.

**BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.**

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

Envision Builders, Inc. IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS OR ANY OTHER STATUS PROTECTED BY LAW.