



EXCEL MECHANICAL, INC.

APPLICATION FOR EMPLOYMENT

GENERAL INFORMATION						
Last Name		First Name		Home Telephone		
Mailing Address		City	State	Other Telephone		
E-Mail Address		Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No				
POSITION						
Position or Type Of Employment Desired		WILL ACCEPT		SHIFT		
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Part-Time		<input type="checkbox"/> Day		
		<input type="checkbox"/> Full-Time		<input type="checkbox"/> Swing		
		<input type="checkbox"/> Temporary		<input type="checkbox"/> Graveyard		
Salary Desired		Date Available				
EDUCATION & TRAINING						
High School Graduate Or General Education (GED) Test Passed? <input type="checkbox"/> Yes <input type="checkbox"/> No						
If no, list the highest grade completed.						
College, Business School, Military (Most recent first)						
Name and Location	Dates Attended Month/Year	CREDITS EARNED		Graduate	Degree & Year	Major / Subject
		Quarterly or Semester Hours	Other (Specify)			
	From: To:			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	From: To:			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	From: To:			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	From: To:			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Occupational License, Certificate or Registration		Number	Where Issued		Expiration Date	
Occupational License, Certificate or Registration		Number	Where Issued		Expiration Date	
Occupational License, Certificate or Registration		Number	Where Issued		Expiration Date	
Languages Read, Written or Spoken Fluently Other Than English						
VETERAN INFORMATION (Most recent)						
Branch of Service			Date of Entry		Date of Discharge	

SPECIAL SKILLS (List all pertinent skills and equipment that you can operate)

--

WORK EXPERIENCE (Most Recent First) (Include voluntary work and military experience)

Employer 1	Job Title	Phone	From: (Month/Year)
Address	Supervisor	Number Employees Supervised	To (Month/Year)
Specific Duties			Hours Per Week
			Last Salary
Reason For Leaving		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer 2	Job Title	Phone	From: (Month/Year)
Address	Supervisor	Number Employees Supervised	To (Month/Year)
Specific Duties			Hours Per Week
			Last Salary
Reason For Leaving		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer 3	Job Title	Phone	From: (Month/Year)
Address	Supervisor	Number Employees Supervised	To (Month/Year)
Specific Duties			Hours Per Week
			Last Salary
Reason For Leaving		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

I certify the information contained in this application is true, correct, and complete. I understand that, if employed, false statements reported on this application may be considered sufficient cause for dismissal.

Applicant Signature: _____ Date: _____

Interviewer's Comments:
