

# Application For Employment

*Please Print*

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Street City St Zip

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

Number: (\_\_\_\_) \_\_\_\_\_ or Cell Number: (\_\_\_\_) \_\_\_\_\_ SS#: \_\_\_\_\_

Position Applied For? \_\_\_\_\_

Can you perform the essential functions of the position for which you are applying? YES [ ] NO [ ] If no, please explain. (If you have any question as to what functions are applicable to the position for which you are applying, please ask the interviewer before you answer this question)

\_\_\_\_\_

When would you be available to begin work? \_\_\_\_\_

Are you legally eligible to be employed in the United States? YES [ ] NO [ ]  
 (Proof of identity and eligibility will be required upon employment)

Are you over the age of 18 years? YES [ ] NO [ ]  
 (If no, you may be required to provide authorization to work.)

Have you ever worked for the Indianapolis Marion County Building Authority before? YES [ ] NO [ ]  
 If yes, When? (Give dates) \_\_\_\_\_ Job Title: \_\_\_\_\_

Do you have any relatives or friends who work for the Indianapolis Marion County Building Authority?  
 YES [ ] NO [ ] If yes, who and where do they work?

\_\_\_\_\_

Are you available to work: DAYS [ ] NIGHTS [ ] WEEKENDS [ ] FULL TIME [ ] If you cannot work full time, please explain:

\_\_\_\_\_

Are you presently employed? YES [ ] NO [ ] If yes, may we contact your employer? YES [ ] NO [ ] If presently employed, why are you considering leaving?

\_\_\_\_\_

Do you belong to any professional, trade, business or civic organizations that deal with the position for which you are applying? YES [ ] NO [ ] If yes, please explain and list offices held:

\_\_\_\_\_

**EDUCATION**

	Name and Location of School	Course of Study	No. of Years Completed	Diploma or Degree Received
High School				
College				
Vocational or Trade School				
Graduate Work				

Have you completed any special courses, seminars and/or training that would enable you to perform the position for which you are applying? YES [ ] NO [ ] If yes, please describe:

List academic honors, extracurricular activities, offices held, etc. in high school or college: (Omit any which reflects your race, color, religion, age, sex, sexual orientation, marital status or disabilities.)

Account for any full month since leaving school (high school or college) that you were not working:

**EMPLOYMENT Start with your present or most recent position**

Name of Employer		Telephone Number ( )	
Full Address (Including Street, City, State & Zip)		Supervisor's Name and Title	
Dates Employed From Month/Day/Year	To Month/Day/Year	Rate of Pay Beginning	Final
Describe the Work Performed			
Name of Employer		Telephone Number ( )	
Full Address (Including Street, City, State & Zip)		Supervisor's Name and Title	
Dates Employed From Month/Day/Year	To Month/Day/Year	Rate of Pay Beginning	Final
Describe the Work Performed			
Name of Employer		Telephone Number ( )	
Full Address (Including Street, City, State & Zip)		Supervisor's Name and Title	
Dates Employed From Month/Day/Year	To Month/Day/Year	Rate of Pay Beginning	Final
Describe the Work Performed			

Use an additional sheet of paper if more space is necessary.

**PERSONAL REFERENCES Give three references (not relatives or employers)**

Name	Occupation
Full Address (Including Street, City, State & Zip) Street _____ City _____ State ____ Zip ____	Telephone Number  (    )
Name	Occupation
Full Address (Including Street, City, State & Zip) Street _____ City _____ State ____ Zip ____	Telephone Number  (    )
Name	Occupation
Full Address (Including Street, City, State & Zip) Street _____ City _____ State ____ Zip ____	Telephone Number  (    )

**APPLICANTS WILL RECEIVE CONSIDERATION FOR ALL POSITIONS, WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX, EXCEPT WHERE SEX IS A BONAFIDE OCCUPATIONAL QUALIFICATION, SEXUAL ORIENTATION, MARITAL STATUS, INDIVIDUALS WITH DISABILITIES, AND ANY OTHER LEGALLY PROTECTED STATUS.**

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

**IMPORTANT, PLEASE READ AND SIGN**

I understand that failure to reveal any prior employer, or giving false or misleading information by me on any part of this Application for Employment can be grounds for termination from the company or its' subsidiaries. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. I understand that if I am hired, my employment is for no definite time and may be terminated at any time without prior notice.

Signature of Applicant: \_\_\_\_\_

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

Do not write below this line

<b>RESULTS</b> Employed: YES [ ] NO [ ]	Date beginning Employment _____
If Yes, Job Title: _____	Department _____ Compensation \$ _____ per _____
Interviewed by: _____	Date: _____
General Manager: _____	Date: _____