



## APPLICATION FOR EMPLOYMENT

Completely fill out all blanks on this application!

(Please print and use ink.)

Trussway does not discriminate in hiring or employment on the basis of race, color, creed, national origin, sex, disability, or age. No question in this application is intended to secure information to be used for such discrimination. In completing this application, please omit any references to organizations that would indicate sex, national origin, or ancestry, disability, or political persuasion.

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

\_\_\_\_\_  
Social Security Number

### Personal Information

\_\_\_\_\_  
First Name                      Middle                      Last                      Phone Number

\_\_\_\_\_  
Street Address                      City                      State                      Zip                      Daytime Phone Number

If you have ever worked or attended school under another name, please write that name: \_\_\_\_\_  
 Are you at least 18 years old? \_\_\_\_\_ Are you eligible for employment in the U.S.? \_\_\_\_\_  
 Have you ever been convicted of a Felony or criminal offense involving dishonesty or breach of trust (including, but not limited to, robbery, embezzlement, forgery, perjury, tax evasion, etc.)? Convictions will not automatically disqualify you for a particular job. \_\_\_\_\_

### Educational Background/Skills

School	Name and Location of School	Did you Graduate?	Principal Area of Study	Degree	G.P.A.

Typing speed: \_\_\_\_\_ w.p.m.

Indicate Office Equipment Experience:

\_\_\_ Switchboard    \_\_\_ Calculator    \_\_\_ Excel    \_\_\_ Word    \_\_\_ Typewriter    \_\_\_

Other(s) \_\_\_\_\_

\_\_\_ Hydraulics    \_\_\_ Electrical    \_\_\_ Experience at another Truss Company?

List any software packages: (Ex. Word, Excel PowerPoint) \_\_\_\_\_

Foreign Language: \_\_\_\_\_  
 Indicated if you read, write, and/or speak \_\_\_\_\_  
 Foreign Language: \_\_\_\_\_  
 Indicated if you read, write, and/or speak \_\_\_\_\_

**Work Experience**

Please indicate no fewer than your last three (3) employers. List your most recent employer and position first, and all positions held with each company in the space provided. Attach a separate sheet if necessary. If you would like to attach a resume, you may do so; however, this form must still be completed.

Present or Last Employment						
Name of Employer		Type of Business		Address		Phone
Starting Date Month/Year	Leaving Date Month/Year	Starting Pay	Final Pay	Reason for Leaving		May We Contact?
Job Title				Name of Supervisor		
Straight Salary				Other Compensation (i.e. cars, club membership)		
Description of Work Responsibilities:						

Present or Last Employment						
Name of Employer		Type of Business		Address		Phone
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Job Title				Name of Supervisor		
Straight Salary				Other Compensation (i.e. cars, club membership)		
Description of Work Responsibilities:						

## **Military Experience**

Branch of Service \_\_\_\_\_

From Month/Year \_\_\_\_\_

To Month/Year \_\_\_\_\_

Military experience applicable to the position applied for: \_\_\_\_\_

## **Other Experience**

How were you referred to Trussway? (Check one)

Ad  Employee  Agency  School  State Employment Agency  Other

Please give referral's name: \_\_\_\_\_

Names of relatives employed by Trussway: \_\_\_\_\_

Name and phone number of person to contact in case of emergency: \_\_\_\_\_

Can you travel if the job requires it?  Yes  No

Have you ever applied with Trussway before? \_\_\_\_\_

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

Position: \_\_\_\_\_

Have you ever been employed by Trussway before? \_\_\_\_\_

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

Position: \_\_\_\_\_

What starting salary will you consider? \_\_\_\_\_

When will you be available for employment? \_\_\_\_\_

## **Awards**

List any awards of honors you have received that relate to the job for which you are applying.

\_\_\_\_\_  
\_\_\_\_\_

## **Personal Summary of Qualifications**

Please provide a brief summary of your experience, special skills, or qualities and how they apply to the job.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I give Trussway the right to make a thorough investigation of any of the information I have provided and to perform reference checks. These investigations may involve contact with my family, current and former business associates and neighbors as well as public authorities and others with whom I am acquainted. My signatures below authorize all current and prior employers, educational institutions and branches of the United States Armed Services, whether listed above or not, to furnish Trussway with complete information concerning my employment, academic transcripts, and service records. The information requested may include inquiries regarding my work habits, other related activities, abilities, character and the cause of my separation.

I release each of the above references and Trussway from any liability for damages which might result from the furnishing of or the use of any of this information.

Any offer of employment may require that I undergo and pass a physical examination provided at Trussway's expense, by a physician designated by or approved by Trussway. All physicals will include a substance abuse evaluation.

I understand that I may be required to furnish a proof of date of birth, a social security number, citizenship or immigration status, and academic transcripts. Also, I understand that it may be necessary for me to sign documents concerning conflict of interest, confidentiality of information, and right to discoveries, ideas, and inventions.

I understand that my employment may be terminated at any time by Trussway without prior notice. Trussway shall not be liable for any wages, salary, or other benefits other than those earned prior to the termination of my employment. No circumstances, written or oral offers of employment, or other benefits related to employment shall be viewed as establishing an employment contract unless there is an explicit, written employment contract executed solely for that purpose.

This application for employment shall be considered active for a period of time not to exceed 60 days. Any applicant wishing to be considered for employment beyond this period should inquire as to whether or not applications are being accepted at this time.

I certify that all statement contained in this application (including attachment, if any) are true to the best of my knowledge. If Trussway, during its investigation of my application, or later, if I am employed, discovers that statements have been omitted or are false or misleading, I understand that I may receive no further consideration for employment and that this may be grounds for dismissal.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

***AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER***