

Application for Employment



Con-Real

1900 Ballpark Way, Suite 100
Arlington, Texas 76006
(817) 640-4420

Equal access to programs, services, and employment is available to all persons. Those applicant requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for _____ Date of application _____
 Name _____ Social Security # _____
 Address _____
 Telephone # _____ Email Address _____
 Referral Source (How did you hear about us?) _____
 If you are under 18, and it is required, can you furnish a work permit? Yes No
 If **no**, please explain _____
 Have you ever been employed here before? If **yes**, give dates and positions _____ Yes No
 Are you legally eligible for employment in this country? Yes No
 Date available for work _____ What is your desired salary range? _____
 Type of employment desired Full-Time Part-Time Temporary Seasonal Internship
 Driver's license number if driving may be required in position for which you are applying _____ State _____

Answering "yes" to the following questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes No
 If **yes**, please provide date(s) and details _____

Employment History

Starting with your most recent employer, provide the following information.

Employer _____ Telephone _____
 Street Address _____
 Starting & final job title _____
 Supervisor & title (most recent) _____
 May we contact for reference? _____
 Why did you leave? _____
 Summarize job duties _____
 What did you like most about your position? _____
 What did you like least about your position? _____

Dates employed:		to
Compensation (starting)		
<input type="checkbox"/> Hourly	<input type="checkbox"/> Salary	\$
Commission/Bonus/Other		\$
Compensation (final)		
<input type="checkbox"/> Hourly	<input type="checkbox"/> Salary	\$
Commission/Bonus/Other		\$

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<input type="checkbox"/> Hourly	<input type="checkbox"/> Salary	\$
Commission/Bonus/Other		\$

Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the positions for which you are applying.

Computer Skills (Check appropriate boxes. Include software titles and years of experience.)

Word Processing _____ Years _____ E-mail _____ Years _____
 Spreadsheet _____ Years _____ Internet _____ Years _____
 Presentation _____ Years _____ Other _____ Years _____

Educational Background

Starting with your most recent employer, provide the following information.

Name of Institution	Degree	Years of Attendance
	<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____	
	<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____	
	<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____	

References

Please list three business/work references who are **not** related to you. If not applicable, list three school or personal references who are **not** related to you.

Name	Title	Contact Number	Email

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete, and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees, or representatives for seeking, gathering, and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations, or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete a 1-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement

Signature of Applicant _____ Date _____