RUSSELL BUILDERS

2529 JOHNSON RD. GENEVA NY 14456

APPLICATION FOR EMPLOYMENT

Position applying for: _____

Name: _____

Last First Middle

State any other name, assumed name or nickname, by which you are/have been known: _____

Mailing Address: _____

Street/P.O. Box City State Zip Code

Residence Address: _____

Street City State Zip Code

Main Telephone Number: _____

Alt. Telephone Number: _____ E-mail Address: _____

Are you able to work at least 40 hrs/wk? _____

When can you start? _____

Are you a citizen of the United States? YES ___ NO ___ If no, do you have a legal right to work in the U. S.? YES ___ NO ___

Do you have a valid New York State Driver's License? YES ___ NO ___ Do you have reliable transportation? YES____ NO____

An answer of YES to any of the following questions requires an explanation of circumstances on reverse side of page. A YES does not represent an automatic bar from employment. Each case is considered and evaluated individually.

Have you ever been convicted of any violation other than a minor traffic violation? * YES ___ NO ___

Do you currently have any criminal charges pending against you? YES ___ NO ___

Have you ever been dismissed from employment other than reduction in Staff? YES ___ NO ___

Have you resigned from employment rather than face discipline or dismissal? YES ___ NO ___

**This question refers to all crimes, violations, or offences in any jurisdiction, including Federal and military offences, except for minor traffic infractions. It also includes Juvenile Offender convictions. You do not need to include adjudication of Juvenile Delinquency or Youthful Offender status or arrests that did not lead to conviction.*

I declare that the statements made in this application (including the statements made in accompanying papers) have been examined by me and to the best of my knowledge and belief are true and correct. Any false statements made may result in termination of employment.

Signature_____ Date _____

Our policy is to provide equal employment opportunity to all qualified persons without regards to race, color, religion, sex, national origin, age or marital status.

Education

Have you received a High School Diploma? YES ___ NO ___ If no, have you received a General Equivalency Diploma (GED)? Yes ___ NO ___

Highest Grade Completed ___

Education above High School Level

Name of School	State or Country	Major	Credits completed	Type of Degree
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Training

Other Formal training you have received.

Course/Program	Hours
_____	_____
_____	_____
_____	_____
_____	_____

Work Experience

Describe your employment, beginning with your current or most recent employment. Complete this section even if you have submitted a resume.

Starting Date: _____ End Date: _____

Month/Day/Year Month/Day/Year

Name& Address of current or most recent employer:

_____

_____

Hours worked per week: _____ What is/was your position? _____ Most recent pay rate? $_____

Reason(s) for leaving_____

_____

Your Job Title _____

Immediate Supervisor's name: _____ Title: _____ Phone: _____

Description of duties:

_____

_____

_____

_____

_____

_____

_____

_____

Work Experience (continued)
Describe your previous employment, complete this section even if you have submitted a resume.

Starting Date: _____ End Date: _____
Month/Day/Year Month/Day/Year

Name& Address of previous employer:
_____
_____

Hours worked per week: _____ What was your position? _____

Reason(s) for leaving_____
_____

Your Job Title _____

Immediate Supervisor's name: _____ Title: _____ Phone: _____

Description of duties:
_____
_____
_____
_____
_____

Work Experience (continued)
Describe your previous employment. Complete this section even if you have submitted a resume.

Starting Date: _____ End Date: _____
Month/Day/Year Month/Day/Year

Name& Address of previous employer:
_____
_____

Hours worked per week: _____ What was your position? _____
Reason(s) for leaving_____
_____

Your Job Title _____

Immediate Supervisor's name: _____ Title: _____ Phone: _____

Description of duties:
_____
_____
_____
_____
_____
_____

References

Please provide 3 references related to your work experience, volunteer experience or education.

1.

Name of Reference: _____

Name of Company:_____

Mailing Address: _____

Phone Number: _____

E-Mail Address: _____

2.

Name of Reference: _____

Name of Company: _____

Mailing Address: _____

Phone Number: _____

E-Mail Address: _____

3.

Name of Reference: _____

Name of Company: _____

Mailing Address: _____

Phone Number: _____

E-Mail Address: _____