



# American Construction Experts

712 N. Main St.  
Newcastle, OK 73065  
405-287-3169

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ City State ZIP Code

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired \$ per HR: \_\_\_\_\_

Position Applied for: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Do you have a valid driver's license? YES  NO

Do you any driving violations in the past 3 years? YES  NO

If yes, explain: \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

**References**

*Please list two references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Pay: \$ \_\_\_\_\_ Ending Pay: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Pay: \$ \_\_\_\_\_ Ending Pay: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Pay: \$ \_\_\_\_\_ Ending Pay: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
 May we contact your previous supervisor for a reference? YES  NO

**Job Skills**

List years of experience and skill level for each job skill

- Painting \_\_\_\_\_
- Texturing \_\_\_\_\_
- HVAC Repairs \_\_\_\_\_
- Plumbing Repairs \_\_\_\_\_
- Electrical Repairs \_\_\_\_\_
- Tile Work \_\_\_\_\_
- Carpeting \_\_\_\_\_
- Roof Repairs \_\_\_\_\_
- Other that you would like to mention  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Availability**

Available Days and Time

Monday	From: _____ To: _____	Tuesday	From: _____ To: _____
Wednesday	From: _____ To: _____	Thursday	From: _____ To: _____
Friday	From: _____ To: _____	Saturday	From: _____ To: _____
Sunday	From: _____ To: _____		

Available to work nights if needed? YES  NO

Available to work overtime if needed? YES  NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I also understand that if hired I may be required to submit for background check verification and drug testing periodically.*

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