

# Application For Employment

S&O Construction Services, Inc.

P.O. Box 1379, 11 Charles Street  
Pleasant Valley, NY 12569

S&O Construction Services, Inc. is happy to communicate our application process. You will be asked to participate in drug screening and background checks. Acceptable results will determine conditional offers of employment.

\*Please read all questions and answer thoroughly.

(PLEASE PRINT)

Position(s) Applied For			Date of Application		
How Did You Learn About Us?					
<input type="checkbox"/> Advertisement		<input type="checkbox"/> Friend		<input type="checkbox"/> Walk-In	
<input type="checkbox"/> Employment Agency		<input type="checkbox"/> Relative		<input type="checkbox"/> Other _____	
Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
Telephone Number(s)			Social Security Number		

If you are 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Have you ever filed an application with us before?  Yes  No  
If Yes, give date \_\_\_\_\_

Have you ever been employed with us before?  Yes  No  
If Yes, give date \_\_\_\_\_

May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes  No  
*Proof of citizenship or immigration status will be required upon employment*

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full Time  Part Time  Shift Work  Temporary

Are you currently on "lay-off" status and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

Have you been convicted of a felony within the last 7 years?  Yes  No  
*Conviction will not necessarily disqualify an applicant from employment.*

If Yes, please explain \_\_\_\_\_  
\_\_\_\_\_

# Education

Name/Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School			
High School			
Undergraduate College			
Graduate Professional			
Other (Specify)			

Indicate any foreign languages you can speak, read and / or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills and extra-curricular activities

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Describe any job-related training received in the United States Military

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**Other Qualifications/Certifications**

Summarize special job-related skills, qualifications, and certifications acquired from employment or other experience.

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**Computer Skills**

**Equipment Operated**

<input type="checkbox"/> Microsoft Word	Other (list):	<u>Mobile Machinery</u>	<u>Date of Certification</u>
<input type="checkbox"/> Microsoft Excel	_____	<input type="checkbox"/> Forklift	_____
<input type="checkbox"/> Power Point	_____	<input type="checkbox"/> Scizzor Lift	_____
<input type="checkbox"/> CAD	_____	<input type="checkbox"/> Articulating Lift	_____
		<input type="checkbox"/> Other	_____

State any additional information you feel may be helpful to us in considering your application

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Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

Yes  No

**References**

1. \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
(Name) Phone #  
\_\_\_\_\_  
(Address)

2. \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
(Name) Phone #  
\_\_\_\_\_  
(Address)

3. \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
(Name) Phone #  
\_\_\_\_\_  
(Address)

**S&O Construction Services, Inc. is an Equal Opportunity Employer**

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

All information on this application is true and correct. No information has been omitted as to the best of my knowledge.

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(Applicant Signature)

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(Date)