



APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

All applicants are considered without regard to race, color, gender, religion, national origin, age, marital or veteran status, mental or physical disability unrelated to job performance or any other legally protected status.

RGWilliams Construction, Inc. is a Drug Free Workplace Program and is certified by Georgia Workers' Compensation Board in accordance with Title 34, Chapter 9, Article 11 of the Official Code of Georgia Annotated. Applicants will be required to submit and pass a substance abuse test in order to be considered for employment.

POSITION APPLYING FOR: _____ **DATE:** _____

PERSONAL INFORMATION

Legal name: First _____ Last _____ Middle Initial _____

Address: Street _____ City _____ State _____ Zip code _____

Home Telephone: _____ Other Telephone: _____

E-mail: _____ Social Security #: _____

Driver's License #: _____ State: _____

Are you legally eligible for employment in the United States? Yes No

United States Visa status, if applicable: _____

Have you been convicted of a felony? Yes No

If yes, please explain circumstances: _____

Are you at least 18 years old? Yes No

POSITION INFORMATION

Position(s) applying for: _____ Salary desired: \$ _____

Employment status desired: Full Time Part Time Temporary

EDUCATION

Type of school	Name and Location	Dates Attended	Degree Received	Subjects Studied	Did you graduate?
High School					
College / University					
Graduate School					
Tech School					
Other					

Special courses, training or experience acquired, including military experience: _____

SKILLS

Clerical / Office skills		
Computer skills	Name of software:	<input type="checkbox"/> PC <input type="checkbox"/> Mac <input type="checkbox"/> WPM
Languages		
Other special knowledge or skills		

Please describe any other experience, abilities or skills that might be helpful in considering your application: _____

REFERENCES

1. NAME:	YEARS KNOWN:
ADDRESS:	
PHONE#:	RELATIONSHIP:
2. NAME:	YEARS KNOWN:
ADDRESS:	
PHONE#:	RELATIONSHIP:
3. NAME:	YEARS KNOWN:
ADDRESS:	
PHONE#:	RELATIONSHIP:

CERTIFICATION & AUTHORIZATION

I hereby certify that all statements made in this application are true and correct to the best of my knowledge and belief. I understand that any misrepresentations or omissions of facts in this application are grounds for disqualification from further consideration or for dismissal from employment.

I authorize the company to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position.

If employed, I agree to conform to the rules, regulations and policies of the company. I understand that I will be an employee "at will" and either the company or I may terminate my employment relationship at any time for any reason not in violation of law.

I hereby authorize RGWilliams Construction, Inc. to process a background check for my social security number listed on this application. I also understand that if any derogatory information is revealed in a background check, it will be reviewed and kept confidential. Furthermore, RGWilliams Construction, Inc. reserves the right to terminate this or any employment application or agreement upon review of my background check.

I hereby acknowledge that I have read and fully understand the forgoing and seek employment under these conditions.

Signature of Applicant

Date

RGWilliams Construction, Inc.

Please answer all the questions below to the best of your ability.

What type of tools do you own?

Do you own cordless or air tools/compound miter saw?

Can you read and understand blueprints (retail blueprints, interior and structural prints)?

What types of projects have you worked on in the past? (i.e. grocery stores, restaurants, etc. – Be specific using names and types of businesses.)

Do you possess the ability to interact with management and/or client professionally?

In the past, how many individuals have you supervised?

Are you willing to fill out time sheets, daily field reports and any/all other necessary paperwork on a daily basis or as needed/required?

Are you computer literate? Do you have the ability to upload and transfer job photographs?

Are you willing to travel? If so, how frequently and how far?