



Employment Application

Cortese Construction Services is an Equal Opportunity Educational Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

PLEASE TYPE OR PRINT. Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume.") Applications with missing or invalid job numbers will not be considered for any position.

Applicant Information

Full Name:		Date:	
Last	First	M.I.	
Address:		Apartment/Unit #	
Street Address			
City		ZIP Code	
State			
Phone:		Email:	
Date Available:	Social Security No.:	Desired Salary:\$	
Position Applied for:			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?
Do you have a valid driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	State of Issue:
Do you have reliable transportation to use during the work day?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Can you pass a drug screen/drug test?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
			If yes, please explain:
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Education

High School:	Address/City:		
From:	To:	Did you graduate?	Diploma:
College:	Address/City:		
From:	To:	Did you graduate?	Diploma:
Other:	Address/City:		
From:	To:	Did you graduate?	Diploma:

Previous Employment

Company:	Phone:
Address:	Supervisor:
Job Title	Starting Salary\$:
Responsibilities	Ending Salary\$:
From: To: Reason for Leaving	
May we contact your previous supervisor for a reference?	YES NO <input type="checkbox"/> <input type="checkbox"/>

Company:	Phone:
Address:	Supervisor:
Job Title	Starting Salary\$:
Responsibilities	Ending Salary\$:
From: To: Reason for Leaving	
May we contact your previous supervisor for a reference?	YES NO <input type="checkbox"/> <input type="checkbox"/>

Company:	Phone:
Address:	Supervisor:
Job Title	Starting Salary\$:
Responsibilities	Ending Salary\$:
From: To: Reason for Leaving	
May we contact your previous supervisor for a reference?	YES NO <input type="checkbox"/> <input type="checkbox"/>

Military Service

Branch:	To: From
Rank at Discharge:	Type of Discharge
If other than honorable, explain:	

References

Please list three professional references.

Full Name:		Relationship:	
Company:			
Address:			
Phone:			

Full Name:		Relationship:	
Company:			
Address:			
Phone:			

Full Name:		Relationship:	
Company:			
Address:			
Phone:			

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.

Signature: _____ Date: _____