



# Collins Mechanical Inc.

## Employment Application

### Applicant Information

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

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

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

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

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES NO

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

License #: \_\_\_\_\_ State: \_\_\_\_\_

Have you ever been convicted of a felony? YES NO

How did you hear about us? \_\_\_\_\_

### Education

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

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

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

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

List any related skills/licenses: \_\_\_\_\_

\_\_\_\_\_

### References

Please list two professional references.

Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application. 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: \_\_\_\_\_

**Consent to Motor Vehicle Check**

*Please note that Collins Mechanical Inc. requires that all employees whose duties require driving a company owned vehicle to submit a check of their driving record. This ensures the employee holds a valid driver's license and do not pose any risks in operating a vehicle. Both offered and continued employment are contingent upon a satisfactory driving record. Collins Mechanical Inc. intends to obtain a copy of your motor vehicle records for insurance purposes. The record will be used to evaluate your eligibility for driving a company vehicle. If offered employment, Collins Mechanical Inc. will obtain subsequent motor vehicle reports to check your driving record. Please sign and date below to acknowledge that you have reviewed this disclosure and consent to allow Collins Mechanical Inc. to obtain a copy of your motor vehicle report during the application process, along with subsequent motor vehicle record checks, should you be employed in a position which driving is required.*

Printed Name of Applicant: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date of Birth: \_\_\_\_\_