



1035 Schoolview Drive, Marshfield, MO 65706
 (417) 859-0560 (phone) (417) 859-0589 (fax)

APPLICATION FOR EMPLOYMENT

INSTRUCTIONS: PRINT LEGIBLY

Fill in appropriate spaces and mark an X in boxes. If you need additional space attach additional sheets of paper and identify entries by number. Failure to complete ALL sections of this application will disqualify you from further consideration.

1. IDENTIFICATION & PERSONAL DATA

NAME: LAST, FIRST, MIDDLE, JR/ SR			SOCIAL SECURITY NUMBER		
STREET ADDRESS			CITY, STATE, ZIP CODE		
E-MAIL ADDRESS					
CELL TELEPHONE NUMBER		T-SHIRT SIZE		TODAYS DATE	
Will you accept employment anywhere in Missouri? <input type="checkbox"/> YES <input type="checkbox"/> NO If no, state the location preferred.					
Have you ever pled guilty to or been convicted of a crime other than a traffic violation? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, explain.					
Is any additional information relative to change of name or maiden name necessary to ensure a check on your work and educational record? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, explain (include dates and list all previous names you have used).					
Are you legally authorized to work in the U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO					
Date available for employment			What is your salary requirement? \$ _____ per month		
Do you require any special accommodations in the scheduling or administration of examinations or interviews? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please explain					
2. TYPE OF POSITION					
<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary <input type="checkbox"/> Summer Positions applied for:					
1		2			
3		4			



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3. EDUCATION RECORD

	Name and Location	No of years attended	Did you graduate?	Subjects studied
Grammar School				
High School				
College				
Trade, Business, correspondence				

4. EXPERIENCE RECORD

- List your work experience starting with the most recent. If you have held more than one job with the same organization, list each separately.
- To describe additional work experience or add more details to the “Duties” section, complete a blank sheet of paper using the same format as used here and identify the job to which it relates.

<i>FROM: MONTH / YEAR</i>	<i>TO: MONTH / YEAR</i>
EMPLOYER’S NAME	SALARY
EMPLOYERS ADDRESS	POSITION
BUSINESS PHONE NUMBER	JOB DUTIES

REASON FOR LEAVING:

<i>FROM: MONTH / YEAR</i>	<i>TO: MONTH / YEAR</i>
EMPLOYER’S NAME	SALARY
EMPLOYERS ADDRESS	POSITION
BUSINESS PHONE NUMBER	JOB DUTIES

REASON FOR LEAVING:



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5. EMERGENCY CONTACT
<i>Name:</i>
<i>Phone Number:</i>

6. MILITARY RECORD
1. Have you served in the U.S. Armed Forces? <input type="checkbox"/> YES <input type="checkbox"/> NO
2. Date of service: From To Branch of Service Rank

7. SUPPLEMENTAL INFORMATION (ONLY IF APPLYING FOR A CDL POSITION)

Operator's License No.	State	Class	Expiration Date
List any other experience, skills, or qualifications that are pertinent to consideration of employment.			

8. PERSONAL REFERENCES (list three references: DO NOT include former employers or relatives.)

Name	Occupation	Address	Phone Number



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8. APPLICATION CERTIFICATION	
<p>I understand my application will be active for six months and upon my written request, is renewable for an additional six months. I certify the information provided herein is true and complete to the best of my knowledge. I verify that I have read and understand the application or subsequent dismissal from employment. By my signature below I give my full consent to submit to drug and alcohol testing, the results of which will be released to the management of Donco 3 Construction, LLC. I further agree that if I refuse to test or the test results are a positive reading I will be terminated immediately from employment at Donco 3 Construction, LLC. EOE</p>	
Signature	Date
DO NOT WRITE BELOW THIS LINE	
Interviewed by	Date
Remarks: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
Neatness	Ability
Hired: <input type="checkbox"/> YES <input type="checkbox"/> NO	Position
Salary / Wage	Date start work