

Advanced Builders Properties Inc.

Application For Employment

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

Date of Application: _____

Position(s) Applied for: _____

Name: _____
Last First Middle

Address: _____
Number / Street City State Zip

Social Security Number: _____ Drive License/ID#: _____

Contact Info: _____
Telephone # Mobile/other phone # Email Address

Best time to contact you is: _____ am / pm May we call you at work: Yes/No: _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? _____

Have you ever filed an application with us before:? _____ yes _____no
If yes, date: _____

Have you ever been employed with us before? _____ yes _____no
If yes, give date/position: _____

Do any of your friends or relatives, other than spouse, work here? _____ yes _____no

Are you currently employed? _____ yes _____no

May we contact you present employer? _____ yes _____no

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
_____ yes _____no

Date available to work: _____ Desired Salary Range: _____

Are you available to work: _____ full time
_____ part time
_____ temporary

Are you currently on "lay-off" status and subject to recall? _____ Yes _____No

Can you travel if a job required it? _____ Yes _____No

We are an equal opportunity employer.

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EMPLOYMENT HISTORY:

Start with your present or last job. Include any job-related military service, assignments, and volunteer activities. (You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status). Include explanation of any gaps in comment section below.

Employer: _____ From: _____ To: _____
Address: _____
Phone: (_____) _____ Supervisor: _____
Position: _____ Final Salary: _____
Responsibilities: _____
Reason for Leaving: _____ May we contact? _____

Previous Employer: _____ From: _____ To: _____
Address: _____
Phone: (_____) _____ Supervisor: _____
Position: _____ Final Salary: _____
Responsibilities: _____
Reason for Leaving: _____ May we contact? _____

Previous Employer: _____ From: _____ To: _____
Address: _____
Phone: (_____) _____ Supervisor: _____
Position: _____ Final Salary: _____
Responsibilities: _____
Reason for Leaving: _____ May we contact? _____

Previous Employer: _____ From: _____ To: _____
Address: _____
Phone: (_____) _____ Supervisor: _____
Position: _____ Final Salary: _____
Responsibilities: _____
Reason for Leaving: _____ May we contact? _____

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Comments: _____

SKILLS And QUALIFICATIONS:

Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying:

ADDITIONAL INFORMATION:

List professional, trade, business, or civic associations and any offices held. (You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status).

List any special accomplishments, publications, awards, etc.(You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status).

List any additional information you would like us to consider or may be helpful to us in considering your application.:

EDUCATIONAL BACKGROUND:

List schools or professional training starting with most recent. Indicate Degree or diploma earned, if any.

School:	Course of Study	Degree/Diploma	Years completed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Other:	_____	_____	_____

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REFERENCES:

List name & telephone number of three business/work references. Do not include relatives or past supervisors.

Name: _____ Phone Number: _____ Years known: _____

Name: _____ Phone Number: _____ Years known: _____

Name: _____ Phone Number: _____ Years known: _____

Have you ever been bonded? _____ Yes _____ No

Are you aware of any circumstances which would prevent you from being bonded? _____ Yes _____ No

If yes, please explain: _____

APPLICANTS STATEMENT:

I certify that answers given herein are true and complete.

I authorize, without reservation, the employer, its representative, employees or agents, to investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons or organizations for furnishing such information about me.

The employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by law.

This application for employment shall e considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) will be sufficient cause for discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

If I am hired, I understand I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

It is understood the first 90 (ninety) days of employment shall be considered a probationary period.

I certify that I have read, fully understand and accept all term of the foregoing applicant statement.

Signature of Applicant: _____

Date: _____

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