

INDICOM BUILDINGS, INC.
721 N. BURLESON BLVD. BURLESON, TX
76028
PHONE: (817)447-1213
FAX: (817)447-2751
Employment Application

*****Please check one of the boxes below on how you heard about us.**

- CRAIGS LIST
 WALK IN
 DFWJ
 INDEED.COM
 FACEBOOK
 MONSTER.COM
 TEXAS WORKFORCE
 OTHER? _____
 REFERED BY A FRIEND, IF SO WHO? _____

We offer equal opportunity to all, based upon individual merit and without regard to race, color, religion, national origin, sex, age, or disability. Give complete answers and print clearly.

APPLICANT INFORMATION

Last Name		First		M.I.	Date	
Street Address				Apartment/Unit #		
City			State	ZIP		
Phone			E-mail Address			
Date Available		Social Security No.		Date of Birth		
Position Applied for		Salary Desired?				
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 Indicom Buildings, Inc. before?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?		
Have you ever been convicted of a crime?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain		

EDUCATION

High School		Address				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
College		Address				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
Other		Address				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	

REFERENCES

Please list three professional references.

Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

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 <input type="checkbox"/> NO <input type="checkbox"/>			
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 <input type="checkbox"/> NO <input type="checkbox"/>			
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 <input type="checkbox"/> NO <input type="checkbox"/>			

OTHER SPECIAL TRAINING OR EDUCATION

IMPORTANT – READ THE FOLLOWING CERTIFICATION AND AGREEMENT CAREFULLY BEFORE SIGNING BELOW

In making this application for employment, I certify that the statements I have made are true, complete and correct, and I agree that any willfully false statements or misrepresentations herein, whenever discerned, are just cause for Indicom Buildings, Inc., either to refuse or to terminate employment. Further, I authorize any school or former employer to disclose to Indicom Buildings, Inc., upon request any information they may have as to my record, performance, and attendance, and will hold such schools and employers harmless for such disclosure. ***I agree to take the Indicom Building's, Inc., Pre-Placement Physical and Drug Screening Test following any offer of employment and hereby agree to reimburse Indicom Buildings, Inc., a fee of \$75.00 to cover the associated drug screening cost in the event I should refuse or terminate employment during my 90 day probationary period. I authorize this fee to be deducted from my final employment payroll check.*** I understand this application becomes void after 60 days unless renewed personally or in writing by me. I have read and do understand and subscribe to this certification and agreement.

I understand this application is not a contract of employment. Employment at Indicom Buildings, Inc., can be terminated with or without notice at any time, for any reason. No management official is authorized to make any oral assurance or promise of continuous employment, and any such pledge or agreement must be in writing and signed by the General Manager of Indicom Buildings, Inc.

Signature	Date
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****For Company Use:**
Hired: _____ **Yes** _____ **No** _____ **Department:** _____

Pay Rate: _____ **Approval:** _____

Date : _____



JOB RELATED SKILLS OR TRAINING

JOB DESCRIPTION (DESCRIPCION DE TRABAJO)	LENTH OF EXPERIENCE (TIEMPO DE EXPERIENCIA)	TRAINING CERTIFICATE (CETIFICADO O ENTRENAMIENTO)
RAFTERS/TRUSS (CABRIAS)	_____	_____
ROOF (TECHOS)	_____	_____
WALL (PAREDES)	_____	_____
FLOOR (PISOS)	_____	_____
ELECTRICAL (ELECTRICIDAD)	_____	_____
PLUMBING (PLOMERIA)	_____	_____
TRIM/MODLING (TRIMEAR/MOLDURA)	_____	_____
BACK PANELING/SHEETROCK (INTERIORES)	_____	_____
METAL/SIDING (EXTERIORES)	_____	_____
FINAL FINISH/CLEAN UP (FINAL/LIMPIEZA)	_____	_____
OTHER (OTROS)	_____	_____

TOOLS USED – HERRAMIENTAS QUE HA USADO

SKILL SAW _____
(SERRUCHO CIRCULAR)

AIR DRILL _____
(TALADRO DE AIRE)

NAIL GUN _____
(PISTOLA DE CLAVOS)

STAPLE GUN _____
(PISTOLA DE GRAPAS)

TABLE SAW _____
(SERRUCHO DE MESA)

ARM SAW _____
(SERRUCHO DE BRAZO)

ROUTER _____
(CALADORA)

OTHER _____
(OTROS)

**WRITE EACH MEASUREMENT BELOW
(ESCRIBA LA MEDIDA CORRECTA ABAJO)**

