



Employment Application

Applicant's Information

Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____
Email Address: _____

Employment Position

Position Applying For: _____
How did you hear about the position? _____
What days are you available for work? _____
What hours or shifts are you available for work? _____
If needed, are you available to work overtime? _____
What date can you start? _____
Do you have reliable transportation to and from work? _____
What is your desired salary? _____

Personal Information

Do you have friends, relatives, or acquaintances working for Capstone Structures? _____
If yes, state name & relationship: _____
Are you 18 years of age or older? _____
Are you a U.S. citizen or approved to work in the United States? _____
Do you have any conditions which require job accommodations? _____
If yes, please describe accommodations required: _____

Note: Capstone Structures complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants to perform essential functions.

Have you ever been convicted of a criminal offense (felony or misdemeanor)? _____

If yes, please state the nature of the crime(s), when and where convicted and disposition of the case: _____

Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details of the event, the surroundings circumstances, and the relevance of the offense to the position(s) applying for may, however, be considered.

Skills & Qualifications

Please list below the skills and qualifications you possess for the position for which you are applying:

Educations and Training

College/University

Name	Location (City, State)	Year Graduated	Degree Earned

Vocational School/Specialized Training

Name	Location (City, State)	Year Graduated	Degree Earned

High School

Name	Location (City, State)	Year Graduated	Degree Earned

Military

Are you a member of the Armed Services? _____

If yes, what branch of the military did you enlist? _____

What was your military rank when discharged? _____

How many years did you serve in the military? _____

Previous Employment

(List the most recent employer first)

Employer's Name: _____

Address: _____

City, State, & Zip: _____

Phone: _____

Job Title: _____

Supervisor's Name: _____
 Date's Employed: _____
 Reason for Leaving: _____

Employer's Name: _____
 Address: _____
 City, State, & Zip: _____
 Phone: _____
 Job Title: _____
 Supervisor's Name: _____
 Date's Employed: _____
 Reason for Leaving: _____

Employer's Name: _____
 Address: _____
 City, State, & Zip: _____
 Phone: _____
 Job Title: _____
 Supervisor's Name: _____
 Date's Employed: _____
 Reason for Leaving: _____

At-Will Employment

The relationship between you and the Capstone Structures is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or Capstone Structures. No representative of Capstone Structures has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and either our Associate Principal or Principal.

Capstone Structures is a drug-free employer and equal opportunity employer. By accepting a position with Capstone Structures you agree to consent with the random drug testing policy as described in the employee handbook. The employee handbook is available upon request. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, please contact a Capstone representative.

By signing, you agree and understand the terms and conditions described here within.

Applicant Signature: _____ Date: _____