



Application for Employment

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.

Email to Lissa@rhenryconstruction.com when completed.

Or send to: R. Henry Construction 1711 Premier Dr. Mankato, MN 56001

Date: _____

Last Name: _____ First Name: _____ Middle Name: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Telephone: _____

Email address: _____

Position applied for: _____

How did you hear of this opening? _____

When can you start? _____

How long have you lived at above address? _____

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? (You may be required to provide documentation.) Yes No

Office / Computer & Drafting Skills

Do you have Quick books Experience Yes No If yes, describe

Other Computer Skills (check all that apply)? MS Word Excel Power Point

Drafting Software Experience (Circle): Revit | Sketch-Up | Auto Cad | Pro Kitchen | 20/20

Other (Describe): _____

Education

School Name and Location	Year	Major	Degree
High School: _____	_____	_____	_____
College: _____	_____	_____	_____
Post-College: _____	_____	_____	_____

Employment History (Start with most recent employer)

Company Name: _____

Address: _____ Telephone: _____

Date Started: _____ Starting Position: _____

Date Ended: _____ Ending Position: _____

Name of Supervisor: _____

May we contact? Yes No

Responsibilities: _____

Reason for leaving: _____

Company Name: _____

Address: _____ Telephone: _____

Date Started: _____ Starting Position: _____

Date Ended: _____ Ending Position: _____

Name of Supervisor: _____

May we contact? Yes No

Responsibilities: _____

Reason for leaving: _____

Company Name: _____

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Responsibilities: _____

Reason for leaving: _____

Company Name: _____

Address: _____ Telephone: _____

Date Started: _____ Starting Position: _____

Date Ended: _____ Ending Position: _____

Name of Supervisor: _____

May we contact? Yes No

Responsibilities: _____

Reason for leaving: _____

References

List three personal references, not related to you, who have known you for more than one year.

Name: _____ Phone: _____ Years Known: _____

Address: _____

Name: _____ Phone: _____ Years Known: _____

Address: _____

Name: _____ Phone: _____ Years Known: _____

Address: _____

Emergency Contact

In case of emergency, please notify:

Name: _____ City/State: _____ Phone: _____

Reasons you are interested in this opportunity: _____

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. This company is hereby authorized to make any investigations of my prior educational and employment history.

I understand that employment at this company is “at will,” which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager, or executive of this company, other than the president, has any authority to alter the foregoing.

Signature _____ Date _____