

APPLICATION FOR EMPLOYMENT



NOTE: We will not consider applications that contain information provided which is non-responsive or that is not related to the questions listed within this application.

Each question should be fully and accurately answered. Use blank paper if you do not have enough room on this application. PLEASE PRINT, except for signature.

Job applied for: _____

Today's Date: _____

Are you seeking: Full-time Part-time Temporary employment?

When could you start work? _____

Are you currently employed? Yes No

Full-Time (OR) Part-Time

Salary Required \$ _____

Do you intend to resign said employment if hired by Osborne & Osborne L.L.C.?

Yes No

LAST NAME

FIRST NAME

MIDDLE INITIAL

TELEPHONE NUMBER: () _____

PRESENT STREET ADDRESS:

CITY, STATE: _____

ZIP CODE: _____

Social Security No. _____ - _____ - _____

If hired, can you furnish proof you are eligible to work in the U.S.? Yes No

Have you ever applied with Osborne & Osborne L.L.C. before? Yes No

If yes, when? _____

Were you ever employed by Osborne & Osborne L.L.C.? Yes No

If yes, when? _____

Have you ever been convicted of a crime (except a minor traffic violation)? ___ Yes ___ No

If "Yes," give details:

(NOTE: A "Yes" answer does not automatically disqualify you from employment, since the nature of the offense, date, and the job for which you are applying will also be considered.)

Do you have a valid driver's license? ___ Yes ___ No

Driver's License Number _____

Class of License _____

Have you had your driver's license suspended or revoked in the last 3 years? ___ Yes ___ No

If yes, give details:

Are you licensed/certified? ___ Yes ___ No

Years experienced in trade: _____

LIST NAME AND ADDRESS OF SCHOOLS:

Years Completed _____ Degree Certificate _____

Subjects Studied: _____

High School or GED: _____

College or University: _____

Vocational or Technical: _____

What skills or additional training do you have that are related to the job for which you are applying?

What machines or equipment can you operate that are related to the job for which you are applying?

PREVIOUS EMPLOYMENT:

List names of employers with present or last employer listed first.
(Please include month and year.)

Name of employer _____

Address _____

City, State, Zip _____

Supervisor _____ Telephone Number _____

Date of Employment: From _____ To _____

Start pay \$ _____ Final pay \$ _____

Reason for leaving:

Name of employer _____

Address _____

City, State, Zip _____

Supervisor _____ Telephone Number _____

Date of Employment: From _____ To _____

Start pay \$ _____ Final pay \$ _____

Reason for leaving:

Name of employer _____

Address _____

City, State, Zip _____

Supervisor _____ Telephone Number _____

Date of Employment: From _____ To _____

Start pay \$ _____ Final pay \$ _____

Reason for leaving:

Name of employer _____

Address _____

City, State, Zip _____

Supervisor _____ Telephone Number _____

Date of Employment: From _____ To _____

Start pay \$ _____ Final pay \$ _____

Reason for leaving:

Name of employer _____

Address _____

City, State, Zip _____

Supervisor _____ Telephone Number _____

Date of Employment: From _____ To _____

Start pay \$ _____ Final pay \$ _____

Reason for leaving:

PERSONAL REFERENCES:

Name: _____

Address (Including City, State & Zip):

Phone: _____

Name: _____

Address (Including City, State & Zip):

Phone: _____

Name: _____

Address (Including City, State & Zip):

Phone: _____

By signing this application, I hereby certify that all of the above information is true and correct. If upon verification, Osborne & Osborne L.L.C. are informed of any discrepancies, they have the right to decline employment. We do not discriminate on the basis of race, color, religion, national origin, sex, age or disability or any other factor protected by law.

*** Any offer of employment is contingent upon a negative result of a Pre-Employment drug screening examination. I hereby consent to a pre-and/or post-employment drug screen as a condition of my employment, if hired.**

Signature of Applicant: _____

Date: _____

Mail completed application to:

**Osborne & Osborne LLC Mechanical Services
3457 Holman Pl. Memphis, TN 38118**

OR -

Fax completed application to: (901) 547-0262

For questions regarding employment, please call: (901) 547-2500