



FIRST IN POWER CLEANING EQUIPMENT®

Employment Details

Position Applied for:

Date of Application:

Salary Range Desired:

Date Available for Work:

Applicant Information

Name (First, Last, Middle):

Social Security Number:

Street Address:

City:

State:

Zip:

How long have you lived in this area?

Phone Number:

Cell Phone

Home Phone

Alt. Number:

E-Mail Address:

Preferred Method of Communication:

Phone Call

Text

E-Mail

Employment offers are conditioned upon satisfactory proof of your identity and eligibility to work in the U.S.

Are you eligible to work in the U.S.?

Yes

No

How did you hear about our job opening(s)?

Are you available to work overtime?

Yes

No

Have you previously applied for employment with Bortek?

Yes

No

If yes, when?

Were you interviewed?

Yes

No

Have you been previously employed with Bortek?

Yes

No

Record of Education / Activities

Name & Location of School/College/University	Course(s) of Study / Major and Minor	Years Attended (To/From)	GPA	Diploma/Degree Obtained
High School				<input type="checkbox"/> Notes:
Vo. Tech. / Other				<input type="checkbox"/> Notes:
Jr. College or College				<input type="checkbox"/> Notes:

List job-related special licenses, certificates, registrations, additional professional training, etc.



Employment Information

Starting with your current or most recent position, please account for all employment experiences you have had. Please include self-employment, summer, part-time and full-time employment. If additional space is required, please complete that information on a supplemental employment sheet, available from the receptionist.

Please complete as fully as possible, even if this information is also on your resume.

Employment #1

Company Name:	Type of Business:
Address:	Phone Number:
Job Title:	Start Date: Departure Date:
Supervisor's Name:	Your Salary (Starting/Final):
Reason for Leaving:	Other Compensation*:

Employment #2

Company Name:	Type of Business:
Address:	Phone Number:
Job Title:	Start Date: Departure Date:
Supervisor's Name:	Your Salary (Starting/Final):
Reason for Leaving:	Other Compensation*:

Employment #3

Company Name:	Type of Business:
Address:	Phone Number:
Job Title:	Start Date: Departure Date:
Supervisor's Name:	Your Salary (Starting/Final):
Reason for Leaving:	Other Compensation*:

Employment #4

Company Name:	Type of Business:
Address:	Phone Number:
Job Title:	Start Date: Departure Date:
Supervisor's Name:	Your Salary (Starting/Final):
Reason for Leaving:	Other Compensation*:

If you are currently employed, do we have permission to contact your present employer? Yes No

To assist us in checking records and verifying prior employment and education, please indicate whether you were ever employed or enrolled under a name other than that used on this application, and if so, provide those names:

Empty text area for providing names of other employers or schools.

*Other Forms of Compensation: Bonuses, Commissions, etc.

Unemployment Record

Account here for any periods of unemployment during the last 10 years (if any) to the present time. If additional space is necessary, please attach an additional sheet.

Unemployment Info #1

From Month/Year: _____ To Month/Year _____

What were you doing during that time?

Unemployment Info #2

From Month/Year: _____ To Month/Year _____

What were you doing during that time?

Unemployment Info #3

From Month/Year: _____ To Month/Year _____

What were you doing during that time?

Unemployment Info #4

From Month/Year: _____ To Month/Year _____

What were you doing during that time?

Other Information

Have you been convicted of a felony or felonies (a conviction will not necessarily disqualify an applicant from employment; factors such as nature, age of the offense/violation, etc. will be considered.)?

Yes No

If yes, please explain and give dates of events:

Have you been convicted (including a guilty plea, verdict, or other finding of guilt regardless of whether a sentence was imposed) of a misdemeanor involving theft or assault?

Yes No

If yes, please explain and give dates of events:

Special Skills

Can you type without looking at the keyboard? Yes No If yes, what is your estimated WPM?

Are you proficient with Computers? Yes No If yes, what software programs have you used?

List other office machines you can operate:

Job responsibilities you have enjoyed:

Job responsibilities you have *not* enjoyed:

Please identify the type of work you're best suited for and why you feel that you are qualified. Include any information you feel would help us in considering your application:

Position responsibilities you hope to have in five years:



Should I be hired with Bortek Industries, Inc., I agree that my employment can be terminated at will, at any time, with or without notice or cause at the option of either Bortek Industries, Inc. or myself. I understand that no one other than an authorized representative has the authority or power to enter into any employment agreement for any specified period of time or to make any agreement contrary to the foregoing.

I certify that the information in my employment application and submitted resume is true, complete and accurate. I authorize Bortek Industries, Inc. to verify the accuracy of the application and resume and to contact any person, company, agency, educational institution or other organization for that purpose.* I understand that any misrepresentation or omission of material facts may result in the rescission of any employment offer or my immediate termination.

Date:

Printed Name:

Signature:

Office Use Only (Print Names)

Interviewed by:	<input type="text"/>	Date:	<input type="text"/>
Interviewed by:	<input type="text"/>	Date:	<input type="text"/>
Interviewed by:	<input type="text"/>	Date:	<input type="text"/>

Additional Notes

*We will not contact your present employer or anyone else that you specify, without your permission.