

EMPLOYMENT APPLICATION

PERSONAL INFORMATION

Date: _____

Name: _____ Phone: _____

Address: _____

WA Driver's License # _____ **Expiration:** _____

(PLEASE ATTACHED A COPY OF DRIVER'S LICENSE TO THIS APPLICATION)

Birth City & State: _____

How long have you been at the above address? _____

Previous Address: _____

List any other names you have been known by at previous employers for verification purposes: _____

Are you legally eligible for employment in this country? (please circle) YES / NO
(Proof of legal right to work in the United States will be required upon employment.)

If you are under the age of 18, do you have a work permit? (please circle) YES / NO / N-A

Have you been convicted of a felony or released from jail in the past 7 years?
(please circle) YES / NO **If yes, please explain on back.**

Note: Such a conviction may be relevant if job related but may not restrict you from employment.

Do you speak more than one language fluently? If yes, please list: _____

EDUCATION	Name	City/State	Yrs Completed	Dates	Degree Earned
High School /G.E.D.					
College / University					
Trade School					
Additional Education					

Additional Educational Information (training, seminars, etc.) :

EMPLOYMENT INFORMATION

Position applying for: _____

Are you available for: (circle all that apply) PART-TIME / FULL-TIME / TEMPORARY

Are you available to work: (circle all that apply) OVERTIME / WEEKENDS / NIGHTS

How did you hear about Regent Homes? AD _____ / AGENCY _____

/ FRIEND _____ / OTHER _____

Date available to start work: _____

Have you been employed at Regent Homes before? (please circle) YES / NO

If yes, When? _____ Position? _____

Reason for leaving: _____

SKILLS

Please circle the skills or tasks that you are able to perform (with or without accommodations), have been trained in, and/or have performed at previous employment. If accommodations are needed, please explain on the back. Please also indicate the number of years of experience with each skill and/or task.

CONSTRUCTION

Framing	_____	Finish	_____	Drywall	_____
		Carpentry	_____		
Plumbing	_____	General	_____	Construction	_____
		Labor	_____	Scheduling	_____
Site	_____	Crew /	_____	Construction	_____
Superintendent	_____	Shift Leader	_____	Manager	_____

List machinery and/or power tools that you are able to use proficiently.

Have you ever had a contractor’s license or been bonded? (please circle) YES / NO
If yes, which state? _____ when? _____ Are you still licensed? YES / NO

Are you CPR/First Aid certified? YES / NO If yes, please attach a copy of your card(s).

List any other licenses and/or certifications, please include state of issuance and expiration date.

GENERAL OFFICE

Please circle the skills or tasks that you are able to perform (with or without accommodations), have been trained in, and/or have performed at previous employment. If accommodations are needed, please explain on the back. Please also indicate the number of years of experience with each skill and/or task.

Typing / WPM	_____	Data Entry	_____	10-Key	_____
Multi-line Phone System	_____	Single-line Phone System	_____	Filing	_____
Computers	_____	MS Office Software	_____	Database Software	_____
Email	_____	Web Research	_____	Network Systems	_____

Please list all software systems you are able to use proficiently.(i.e.: Excel, Word 2000, Quicken)

Please list all office equipment you are able to use proficiently. (i.e.: Fax, Copier, Postage Meter)

ACCOUNTING

Full Charge Bookkeeping	_____	General Bookkeeping	_____	General Ledger	_____
Journal Entry	_____	Accounts Receivable	_____	Accounts Payable	_____
Month End Closing	_____	Statistics	_____	Quarterly Taxes	_____
Payroll	_____	Payroll Tax Deposits	_____	Payroll Taxes	_____

Please list specific accounting software systems/programs you are able to use proficiently.

EMPLOYMENT HISTORY

Most recent employer: _____ Phone: _____
Address: _____

Position: _____ Dates of employment: _____

Starting Salary: _____ Ending Salary: _____

Supervisor: _____ May we contact for reference? YES / NO

Describe position and duties: _____

Reason for leaving: _____
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Employer: _____ Phone: _____
Address: _____

Position: _____ Dates of employment: _____

Starting Salary: _____ Ending Salary: _____

Supervisor: _____ May we contact for reference? YES / NO

Describe position and duties: _____

Reason for leaving: _____
=====

Employer: _____ Phone: _____
Address: _____

Position: _____ Dates of employment: _____

Starting Salary: _____ Ending Salary: _____

Supervisor: _____ May we contact for reference? YES / NO

Describe position and duties: _____

Reason for leaving: _____
=====

REFERENCES

Please list 3 personal references:

Name: _____

Personal or Work Relation: _____

Phone: _____

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Name: _____

Personal or Work Relation: _____

Phone: _____

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Name: _____

Personal or Work Relation: _____

Phone: _____

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ADDITIONAL INFORMATION

Please list any hobbies or special interest you have.

Is there anything you would like us to know about you or anything else you would like to add?

Regent Homes, Inc. is an equal opportunity employer. If you require accommodation to complete the application, testing, interview or job position applying for, please request assistance. We reserve the right to revise and/or change job duties, responsibilities and/or job locations as the need arises. I understand that any misrepresentation in this application will be sufficient cause for cancellation of this application or separation from employment. I understand that this is an employment at will state and that I may resign at any time or be released from employment at any time. I hereby give Regent Homes, Inc. the right to investigate all references, driving records, and/or perform a background investigation which may include a credit check, to secure additional information about me as it may relate to the position I am applying for. I understand that I may request in writing any information sought and obtained by Regent Homes, Inc. I hereby release Regent Homes, Inc. for seeking this information and the persons, corporations, and/or organizations that furnish such information.

Applicant's Signature _____ Date _____

EMPLOYEE OR PROSPECTIVE EMPLOYEE REQUEST

That I, _____, am an employee or prospective employee of Regent Homes, Inc and that I request a copy of my official Driving Record in the State of Washington be released to my employer or prospective employer or their agent.

Authorization of employee or prospective employee for release of abstract of driving record.

Employee/Prospective Employee Signature	Date	WA License # or print full name and date of birth
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EMPLOYER ATTESTATION

- (A) That the company named below is an employer or prospective employer of the above named individual and that I am a representative authorized to bind said company.
- (B) That AMERICAN DRIVING RECORDS is acting as agent on our behalf to obtain the abstract of driver records of the above named individual.
- (C) That abstracts of driver record shall be used exclusively to determine whether the above named individual should be employed to operate a school bus or commercial vehicle upon the public highways, and that no information contained therein shall be divulged, sold, assigned, or otherwise transferred to any third person or party. A commercial vehicle is defined as any vehicle the principal use of which is the transportation of commodities, merchandise, produce, freight, animals, or passengers for hire.
- (D) That the information contained in the abstracts of driver records obtained from the Washington State Department of Licensing shall be used in accordance with the requirements and in no way violate the provisions of RCW 46.52.130, attached in part for easy reference.

Regent Homes, Inc
3077 20th St E, Ste B.
Tacoma, Wa 98424

Name (print)	Title
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Signature	Date
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This record must be maintained by the employer or prospective employer for a period of not less than two (2) years from the last date above. Failure to obtain all signatures or misuse of records obtained from the State of Washington may result in prosecution under RCW 46.52.130.