



9348 Highway 90 Unit C  
 Longs, SC 29568  
 Phone (843) 582-4437  
 Fax (888) 386-8183  
 www.hbmetalbuilders.com

Date: \_\_\_\_\_ Position applying for: \_\_\_\_\_

**Application for Employment**

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Driver's License State and Number: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

Email: \_\_\_\_\_

1. Are you legally qualified to work in the United States? Yes or No: \_\_\_\_\_  
 (Proof of citizenship or immigration status WILL be requested upon employment)
2. Have you ever been convicted of or entered a plea of guilty or no contest to an offense against the law (felony or misdemeanor) other than a minor traffic violation in the past 7 years? Yes or No: \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

3. Do you currently have any criminal charges pending against you? Yes or No? \_\_\_\_\_

4. If hired, when are you available to start work? \_\_\_\_\_

5. Are you willing to travel (crew jobs are 100% travel)? \_\_\_\_\_

6. Have you ever applied/worked for this company before? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

**EDUCATION (Highest level of education)**

School Type (High school, college, tech school): \_\_\_\_\_

School Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Degree Type: \_\_\_\_\_ Degree Name: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

**MILITARY**

Have you ever been in the armed forces? \_\_\_\_\_ Dates of Service: \_\_\_\_\_

If yes, what branch? \_\_\_\_\_ Specialty: \_\_\_\_\_

**WORK EXPERIENCE (Start with most recent)**

Employment History 1:

May we contact this employer? \_\_\_\_\_

Employer/Company name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Dates of Employment From: \_\_\_\_\_ To: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Supervisor Title: \_\_\_\_\_

Supervisor Phone: \_\_\_\_\_

Supervisor email: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employment History 2:

May we contact this employer? \_\_\_\_\_

Employer/Company name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Dates of Employment From: \_\_\_\_\_ To: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Supervisor Title: \_\_\_\_\_

Supervisor Phone: \_\_\_\_\_

Supervisor email: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employment History 3:

May we contact this employer? \_\_\_\_\_

Employer/Company name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Dates of Employment From: \_\_\_\_\_ To: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Supervisor Title: \_\_\_\_\_

Supervisor Phone: \_\_\_\_\_

Supervisor email: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**CERTIFICATIONS**

List any Trade related certifications and dates completed: \_\_\_\_\_

**REFERENCES**

Professional Reference 1

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Professional Reference 2

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_