



**APPLICATION FOR EMPLOYMENT**  
**Office Team**

Thomas-Grace is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, age, sex, gender, disability or any other characteristic protected by law.

**PERSONAL INFORMATION:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Last) (First) (Middle)

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

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

E-mail address: \_\_\_\_\_

**APPLICANT QUESTIONS:**

Position applying for: \_\_\_\_\_ Salary desired: \_\_\_\_\_ Date Available: \_\_\_\_\_

If hired, can you provide documents required to establish your eligibility to work in the U.S.? Yes No

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

How were you referred to Thomas-Grace? \_\_\_\_\_

Are you currently employed? Yes No If so, may we contact your current employer? Yes No

**EDUCATION HISTORY:**

Name and Location of School		No. of Years Completed:	Degree or Diploma	Course of Study
High School or last grade completed				
College or Technical School				
Other Schooling or Training				



**RECORD OF EMPLOYMENT:**

List positions starting with most recent:

Name & Address of Employer	Telephone	Position Title	Dates Employed (Month and Year)	Salary	Reason for Leaving

**MILITARY EXPERIENCE:**

Branch of Service: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank/Type of Service: \_\_\_\_\_

Special Training/Experience: \_\_\_\_\_

**GENERAL SKILLS:**

Please indicate your experience or level obtained in each of the following areas. You may add comments that may help further explain your skills:

Construction Technical Skills			
None	Limited	Extensive	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Understands and can interpret blueprints and as-builts:
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Understands, qualifies and adheres to required construction specifications:
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Understanding of building and governing construction codes:
Job Safety			
No	Yes		
<input type="radio"/>	<input type="radio"/>	Has current CPR certification:	
<input type="radio"/>	<input type="radio"/>	Has current First Aid certification:	
<input type="radio"/>	<input type="radio"/>	Has OSHA 10 hour training:	
<input type="radio"/>	<input type="radio"/>	Has equipment training for forklift and scissorlift operation:	



THOMAS  
CONSTRUCTION SERVICES

GRACE™  
RETAIL SOLUTIONS

Other Area of Special Skills or Training

**WORK-RELATED REFERENCES:** (Do not include relatives)

Name	Occupation	Years Known	Contact Information
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**STATEMENT (Please read this statement carefully before signing this application):**

I understand that employment with Thomas-Grace Construction, Inc. (the Company) is at-will, meaning that I or the Company may terminate my employment at any time, or for any reason consistent with applicable state or federal law.

I authorize the Company to conduct a thorough background investigation of my work and personal history, and verify all data given on this application and during interviews. I hereby release the Company, and its representatives or agents, from any liability that might result from such an investigation. I authorize all individuals, schools, and firms named to provide any requested information and release them from all liability for providing the requested information.

I understand that the Company requires the successful completion of a drug and/or alcohol test as a condition of employment.

**I understand this application will be active for a period of 90 days; after that time, if I wish to be considered for employment, I must submit a new application. I certify that all the statements in this completed application are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal to hire.**

**Signature of Applicant:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_