

APPLICATION FOR EMPLOYMENT

We are an Equal Opportunity Employer - Thank you for your interest



CGSCHMIDT^{INC}

11777 West Lake Park Drive
Milwaukee, WI 53224-3021
(414) 577-1177

www.cgschmidt.com

***Creating Exceptional Facilities That
Improve The Lives of Others***

Guiding Values:

*Caring
Integrity
Accountability
Innovation
Excellence
No Surprises*

PERSONAL INFORMATION

Name:

Last

First

Middle Initial

Address:

Number & Street

City

State

Zip Code

Day Telephone: _____

Evening Telephone: _____

588 #CB5 @INFORMATION

Type of Work Desired:

- Skilled Trades
 Office/Clerical/Administrative
 Management/Engineer
 Yard

I am interested in : Full-time Part-time Salary Requirements: _____ /hr /mo

Specific position(s) applied for: _____

I can provide proof of a legal right to work in the USA. Yes No

If I am under 18 years of age, I can furnish a work permit. Yes No

I am willing to travel. Yes No

I am currently on "lay off" status and subject to recall. Yes No

I was previously employed by CG Schmidt, Inc. Yes No

If yes, please indicate in what capacity, when, and to whom did you report? _____

For position(s) requiring a valid driver's license: I have a driver's license. Yes No

If yes, State _____ License Number _____

I have been convicted of a crime other than a minor traffic violation. Yes No

If yes, please give date(s), offense(s), and charge(s)* _____

I am related to a current CG Schmidt, Inc. employee Yes No If yes, please indicate below.

Name(s)	Relationship(s)	Department(s)

How were you referred to us _____

Date you are able to start _____

* A conviction will not automatically bar you from employment. Each conviction will be considered with respect to time, circumstances, and relationship to job applied for.

EDUCATION

School Name and Location	Number of years attended	Did you graduate?	Major/Minor Field or Course of Study	Overall Grade Average
High School (or elementary school if you did not attend H.S.) Name _____ City/State _____		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College Name _____ City/State _____		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Graduate Work, Trade School, Other Name _____ City/State _____		<input type="checkbox"/> Yes <input type="checkbox"/> No		

Do you plan on furthering your education? Yes No When? Area?

List any academic achievements, activities, honors, organizations and offices held which you feel are pertinent to this application.

EMPLOYMENT EXPERIENCE (Include military experience)

I am presently employed. Yes No You may contact my present employer. Yes No

List part-time and full-time positions. Give present or last positions first. Use an additional sheet of paper if necessary. Please answer all questions. Resumes are not substitutes, but may be enclosed.

Employer _____	DATES OF EMPLOYMENT
Address _____ Phone _____	From: _____
City _____ State _____ ZIP _____	To: _____
Beginning Job Title _____ Ending Job Title _____	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Job Responsibilities: _____	Hour per week _____
Reason for Leaving: _____	Starting Salary\$ _____/hr/mo
Name and Title of Immediate Supervisor _____	Ending Salary \$ _____/hr/mo

Employer _____	DATES OF EMPLOYMENT
Address _____ Phone _____	From: _____
City _____ State _____ ZIP _____	To: _____
Beginning Job Title _____ Ending Job Title _____	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Job Responsibilities: _____	Hour per week _____
Reason for Leaving: _____	Starting Salary\$ _____/hr/mo
Name and Title of Immediate Supervisor _____	Ending Salary \$ _____/hr/mo

Employer _____	DATES OF EMPLOYMENT
Address _____ Phone _____	From: _____
City _____ State _____ ZIP _____	To: _____
Beginning Job Title _____ Ending Job Title _____	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Job Responsibilities: _____	Hour per week _____
Reason for Leaving: _____	Starting Salary\$ _____/hr/mo
Name and Title of Immediate Supervisor _____	Ending Salary \$ _____/hr/mo

Explain the periods of unemployment in excess of three (3) months during the past 10 years: _____

REFERENCES (List 3 people - preferably past supervisors. Do not include relatives.)

Name	Occupation	Years Known	Phone Number/Email Address

KNOWLEDGE, SKILLS, AND ABILITIES (Please check all that are applicable)

Skilled Trades/Yard Help

- | | | |
|---|---------------------------------------|---|
| <input type="checkbox"/> Finish Carpenter | <input type="checkbox"/> Fork Lift | <input type="checkbox"/> Concrete Laborer |
| <input type="checkbox"/> Rough Carpenter | <input type="checkbox"/> Skid Loader | <input type="checkbox"/> General Laborer |
| <input type="checkbox"/> Form Carpenter | <input type="checkbox"/> Truck Driver | |

Office/Clerical/Administrative

- Bookkeeping/Accounting Machine Transcription Data Entry Typing _____ wpm

WORD PROCESSING	N/A	Basic	Inter	Adv	SPREADSHEET	N/A	Basic	Inter	Adv
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WordPerfect for Windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lotus 1-2-3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lotus Ami Pro	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Quattro Pro	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DATABASE MGMT	N/A	Basic	Inter	Adv	DESKTOP PUBLISHING	N/A	Basic	Inter	Adv
Microsoft Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Microsoft PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
dBase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adobe PageMaker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SQL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Microsoft Publisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Education, Training, Licenses, or Special Skills

CG SCHMIDT, INC. IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of CG Schmidt, Inc. to employ qualified persons without discrimination against any employee or applicant for employment because of race, religion, color, sex, physical or mental disability, developmental disability, sexual orientation, national origin, age or status as a special disabled veteran or veteran of the Vietnam era, except where a bona fide occupational qualification exists under applicable regulation.

SUBSTANCE ABUSE TESTING & ASSISTANCE PROGRAM

Union employees will be tested in accordance with the terms of applicable testing policies. Non-union job applicants will be tested only after a conditional offer for employment is made, and present employees will be tested upon reasonable suspicion and after accidents causing personal injury or property damage. All employment offers are contingent upon the successful completion of our pre-employment drug screen program.

APPLICANT AUTHORIZATION (Please read thoroughly - then sign this document)

All the information I have provided in support of this application for employment is true and correct to the best of my knowledge. I

I understand that:

- The issuance of this application does not indicate there are any positions open and does not in any way obligate CG Schmidt, Inc.
- Completed applications remain active for 60 days from the date I complete the form.
- I will not be paid for time spent while applying for this position, taking a drug test, or any other processing prior to the beginning of employment.
- I agree to abide by all CG Schmidt, Inc. rules and regulations, which are in effect or may be established in the future if I am hired.
- If I am hired, completing this application for employment form does not change the fact that my employment is for an indefinite period of time terminable at will by either the employer or me.
- All provisions are necessarily subject to change without notice.
- I am authorizing all corporations, companies, former employers, educational institutions, law enforcement agencies, city, state, county and federal courts, military services and/or persons to release the information they may have about me to CG Schmidt, Inc. or their agents, and I release all parties involved from any liability and responsibility for doing so.

Applicant's Signature _____

Date _____

INVITATION TO IDENTIFY

We are subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, we are required to invite you to voluntarily self-identify your race, ethnicity and veteran status. Submission of this information is voluntary, and refusal to provide it will not subject you to adverse treatment. The information obtained will be kept confidential, will be maintained separate from your application or personnel file, and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government. When reported, data will not identify any specific individual.

Name _____
Last First Middle

Date _____ **Position** _____

What is your gender? Male Female

Are you Hispanic or Latino*? Yes No

*A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

If your answer above is **NO**, please identify your race:

- White - a person having origins in any of the original people of Europe, the Middle East, or North Africa
- Asian - A person having origins in any of the original people of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, and Philippine Islands, Thailand, and Vietnam
- American Indian or Alaska Native - A person having origins in any of the original people of North and South America (including Central America), and who maintain tribal affiliation or community attachment
- Black or African American - A person having origins in any of the black racial groups of Africa
- Native Hawaiian or Pacific Islander - A person having origins in any of the people of Hawaii, Guam, Samoa, or other Pacific Islands
- Two or More Races - All persons who identify with more than one of the above five races

Vietnam Era Veterans, Other Eligible Veterans, Special Disabled Veterans and Individuals with Disabilities

Government contractors/subcontractors subject to the Vietnam Era Veterans Readjustment Act of 1974 and the Rehabilitation Act of 1973 are required to take affirmative action to employ and advance in employment Vietnam Era and other eligible Veterans, qualified special disabled veterans, and qualified disabled individuals.

YES NO **Veteran of the Vietnam Era**

A person who served on active duty for more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged with other than a dishonorable discharge. Veterans meeting the above criteria who served in the Republic of Vietnam between February 1961 and May 7, 1975 are also protected.

YES NO **Other Eligible Veteran**

A veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

YES NO **Special Disabled Veteran**

A person entitled to compensation under laws administered by the Department of Veterans Affairs for a disability rated at 30% or more, or rated at 10 or 20% in the case of a veteran who has been determined by the Department of Veterans Affairs to have a serious employment handicap, or a person whose discharge or release from Active duty was for a service-connected disability.

YES NO **Disabled Individual**

An individual who has a mental or physical impairment which substantially limits one or more major life activities, has a record of such impairment, or who is perceived as having such impairment.

How were you referred to this job:

- Advertisement
- Employee Referral
- Employment Agency
- Government Agency
- Recruiter
- School/College
- State Job Service
- Temporary Agency
- Walk In
- Other (Please specify) _____