



# EMPLOYMENT APPLICATION

**ISI IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS OR ANY OTHER PROTECTED STATUS.**

PERSONAL	Last Name	First Name	MI	Date	Last Name	
	Street Address			Home Phone ( )		First Name
	City	State	Zip	Cell Phone ( )		
	Email Address			Social Security #		
	Position Desired	Preferred Pay Rate		Available for overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	How did you hear about this position ( <u>please provide name of source</u> )?					
	<input type="checkbox"/> Employee Referral _____ <input type="checkbox"/> Internet _____ <input type="checkbox"/> ISI Website _____					
	<input type="checkbox"/> Newspaper _____ <input type="checkbox"/> Radio _____					
	<input type="checkbox"/> Television _____ <input type="checkbox"/> Other _____					
	<input type="checkbox"/> Billboard ( <u>location</u> ) _____ <input type="checkbox"/> Sign in front of office <input type="checkbox"/> Walk-in					
	Have you ever applied for employment with ISI?			Have you ever worked for ISI?		
	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____			<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____		
	When will you be available to begin work?		Are you legally eligible to work in the United States? (Proof of eligibility is required on the first day of employment.)			
			<input type="checkbox"/> Yes <input type="checkbox"/> No			
	Are you over the age of 18 years?		Do you have a valid driver's license? <i>Answer for driving positions only.</i>			
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you been convicted of any DUI or moving violations in the past 5 years? <i>Driving positions only.</i>						
<input type="checkbox"/> Yes <input type="checkbox"/> No						
If yes, briefly explain:						
Certain positions at ISI (e.g., Millwright) require frequent travel with out-of-town stays of up to 3 weeks. If required, is this condition acceptable?				<input type="checkbox"/> Yes <input type="checkbox"/> No		
If no, how often or what percentage of the time can you travel? _____						
Have you ever been convicted of a felony or a misdemeanor involving any violent act, use or possession of a weapon, or act of dishonesty for which the record has not been sealed or expunged?				<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please briefly describe the nature of the crime(s), date and place of conviction, and legal disposition of case(s):						
<b>NOTE:</b> ISI does not automatically deny employment as the result of a criminal conviction. We will consider the nature, date and circumstances of the offense as well as the relevance to the duties of the position applied for.						
Are you currently out on bail, the subject of a current warrant for arrest, or released on your own recognizance pending trial?				<input type="checkbox"/> Yes <input type="checkbox"/> No		



**EMPLOYMENT APPLICATION**

Last Name	First Name
-----------	------------

EDUCATION/TRAINING	<b>School</b>	<b>Name and Location of School</b>	<b>Course of Study</b>	<b>No. of Years Completed</b>	<b>Did you graduate?</b>	<b>Degree/Diploma</b>	
	High School				<input type="checkbox"/> Yes <input type="checkbox"/> No		
	If you did not graduate from high school, have you received your GED?				<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Trade/Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No		
	College				<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No		
	List any academic honors, scholarships, offices held, etc. <i>(Do not list any which reflect your race, color, religion, gender, national origin, age, disabilities or veteran status.)</i>						
	Describe any specialized training, apprenticeships, licenses, certifications or skills.						

MILITARY	Did you ever serve in the United States military? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Period of service	From: _____ To: _____
	Rank at time of discharge: _____	
	Please describe the type of training and work experience that you received while in the military.	

WORK HISTORY	<b>Beginning with current or most recent employer, continue with all past employment. Use additional sheets, if needed.</b>					
	1	Name of Company			Phone Number	
	Street Address			City	State	Zip
	From (Month/Yr)	To (Month/Yr)	Supervisor's Name & Title	Starting salary \$	Ending salary \$	
	Job Title(s)		Briefly describe your job duties			
	Reason for leaving (briefly explain)				May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Please explain any period between jobs					
	2	Name of Company			Phone Number	
	Street Address			City	State	Zip
	From (Month/Yr)	To (Month/Yr)	Supervisor's Name & Title	Starting salary \$	Ending salary \$	
	Job Title(s)		Briefly describe your job duties			
	Reason for leaving (briefly explain)				May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Please explain any period between jobs					



# EMPLOYMENT APPLICATION

Last Name

First Name

WORK HISTORY (CONT'D)

**3**

Name of Company

Phone Number

Street Address

City

State

Zip

From (Month/Yr)

To (Month/Yr)

Supervisor's Name & Title

Starting salary

Ending salary

\$

\$

Job Title(s)

Briefly describe your job duties

Reason for leaving (briefly explain)

May we contact this employer?

Yes  No

Please explain any period between jobs

**4**

Name of Company

Phone Number

Street Address

City

State

Zip

From (Month/Yr)

To (Month/Yr)

Supervisor's Name & Title

Starting salary

Ending salary

\$

\$

Job Title(s)

Briefly describe your job duties

Reason for leaving (briefly explain)

May we contact this employer?

Yes  No

Please explain any period between jobs

**5**

Name of Company

Phone Number

Street Address

City

State

Zip

From (Month/Yr)

To (Month/Yr)

Supervisor's Name & Title

Starting salary

Ending salary

\$

\$

Job Title(s)

Briefly describe your job duties

Reason for leaving (briefly explain)

May we contact this employer?

Yes  No

Please explain any period between jobs

OTHER EXP.

List any other experience, skills or qualifications (including hobbies and volunteer activities) that you believe should be considered in evaluating your qualifications for employment. (Do not list any which reflect your race, color, religion, gender, national origin, age, disabilities or veteran status.)



## VOLUNTARY SELF-IDENTIFICATION

**AFFIRMATIVE ACTION INFORMATION REQUEST**

**ISI IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS OR ANY OTHER PROTECTED STATUS.**

The federal government requires ISI to maintain records on the gender and race/ethnic origin of our applicants, and that we invite applicants to identify their disabled or veteran status. In order to comply with these requirements, we are requesting that you supply the information sought below. **Providing this information is completely voluntary, and declining to do so will have no effect on the likelihood of obtaining employment with ISI. Likewise, any answers that you provide will not be used in making an employment decision.** All information supplied will be kept confidential and separate from your application, except as appropriate personnel may need to be informed, and as government officials request such information to review ISI's compliance with certain executive orders and laws. Your cooperation is greatly appreciated.

Position(s) applied for:	Date
--------------------------	------

Name (optional; please print)

**Gender (check one):**     Male     Female

**Race/Ethnic Group (check one):**

- Hispanic or Latino:**  
A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- White (Not Hispanic or Latino):**  
A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (Not Hispanic or Latino):**  
A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino):**  
A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino):**  
A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino):**  
A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino):**  
All persons who identify with more than one of the above five races.

**Veteran Status:**

- Special Disabled Veteran:**  
Defined as a veteran who is entitled to disability compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Veterans Administration for a disability (I) rated at 30% or more, or (ii) rated at 10 or 20% in the case of a veteran who has been determined under Section 1506 to have a serious employment disability, or a person who was discharged from active duty because of a service-connected disability.
- Veteran of the Vietnam Era:**  
Defined as a veteran who (a) served on active duty in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or (b) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released therefrom with other than a dishonorable discharge, or (c) was discharged or released from active duty for a service-connected disability if any part of his or her active duty was performed between August 5, 1964 and May 7, 1975.
- Other Eligible Veteran:**  
Defined as any veteran who served in a "war" declared by Congress, in a campaign or on an expedition for which a campaign badge, a service medal, or an expeditionary medal has been awarded.

**Other:**

- Individual with Disabilities:**  
Defined as a person who (1) has a physical or mental impairment which substantially limits one or more of his or her major life activity(s), (2) has a record of such impairment(s), or (3) is regarded as having such impairment(s). For purposes of this definition, an individual with disability(s) is substantially limited if he or she is likely to experience difficulty in securing, retaining, or advancing in employment because of the disability(s).

**HR USE ONLY**

Job Group

Requisition #

**FAIR CREDIT REPORTING ACT  
DISCLOSURE STATEMENT****APPLICANT:**

Please read the following statement.  
Detach and retain this Disclosure Statement for your records.

**NOTE:**

- **AT THIS TIME, ISI DOES NOT ATTEMPT TO OBTAIN THE FINANCIAL CREDIT HISTORY, CREDIT RATINGS OR ANY INFORMATION REGARDING THE GENERAL CREDIT-WORTHINESS OF ITS APPLICANTS.**
- **IF ISI, AT ITS SOLE DISCRETION, DETERMINES THAT SUCH CREDIT INFORMATION IS RELEVANT TO A PARTICULAR VACANT POSITION AND YOU HAVE APPLIED FOR THAT POSITION, WE WILL NOTIFY YOU OF OUR INTENT TO GATHER THIS INFORMATION. NOTIFICATION WILL BE VIA A REVISED DISCLOSURE DELIVERED TO YOU PRIOR TO CONSIDERING YOU FOR EMPLOYMENT.**

**FCRA DISCLOSURE**

Industrial Service & Installation, Inc. (ISI), when considering your application for employment, when deciding whether to offer you employment, when deciding whether to continue your employment (if you are hired), and when making other employment-related decisions directly affecting you, may wish to obtain and use a "consumer report" from a "consumer reporting agency." These terms are defined in the Fair Credit Reporting Act (FCRA), which applies to you. As an applicant for employment or an employee of ISI, you are a "consumer" with rights under the FCRA.

A *consumer reporting agency* is a person or business that, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information on consumers for the purpose of furnishing consumer reports to others, such as, ISI.

A *consumer report* is any written, oral or other communication of any information by a consumer reporting agency bearing on a consumer's character, general reputation, personal characteristics or mode of living which is used or collected for the purpose of establishing the consumer's eligibility for employment purposes. **For ISI purposes, a consumer report will consist of a criminal background check, employment verification, reference checking, and may consist of educational verification and civil litigation records check.**

If ISI obtains a consumer report about you, and if ISI considers any information in the consumer report when making an employment-related decision that directly and adversely affects you, you will be notified before the decision is finalized and you will be provided with a copy of the consumer report.

You may also contact the Federal Trade Commission about your rights under the FCRA as a consumer with regard to consumer reports and consumer reporting agencies.