



AMTEX GENERAL CONTRACTORS, LLC.

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BASIC INFORMATION SHEET

PERSONAL

Last Name: _____ First Name: _____ Middle Initial: _____

Address: _____

City: _____ State: _____ Zip: _____

Social Security # _____

Day Phone: _____ Cell Phone: _____

Email Address: _____

Are You Legally Able To Work In The U.S.? No Yes

(Proof of U.S. citizenship or immigration status will be required for employment.)

GENERAL INFORMATION

Position Desired: _____ Starting Salary Expected: _____

How Were You Referred To Us: _____ Date Available For Employment: _____

Have You Previously Been Employed By This Company? No Yes If Yes, When? _____

Are You A Veteran Of The United States Military Service: No Yes

Are There Any Limitations Regarding Your Ability To Perform The Job Which You Are Applying? No Yes

If Yes, Explain: _____

Have You Ever Been Convicted Of A Felony? No Yes

(Conviction Of A Felony Does Not Necessarily Disqualify A Job Applicant.)

If Yes, What Was The Nature Of The Felony? _____

EDUCATION

School Level	Name Of School & Location (City, State)	Dates Attended	Did You Graduate	Degree / Major	Grade / GPA
High School					
College University					
Other					
Other					

Other Courses, Training Or Research Related To Desired Position: _____

Job Related Skills: _____

Professional Registrations Or Certifications: _____

EMPLOYMENT HISTORY

Previous Employer _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Salary: _____ Employed From : _____ To: _____
Reason For Leaving: _____
Description Of Duties And Responsibilities: _____

Previous Employer _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Salary: _____ Employed From : _____ To: _____
Reason For Leaving: _____
Description Of Duties And Responsibilities: _____

Previous Employer _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Salary: _____ Employed From : _____ To: _____
Reason For Leaving: _____
Description Of Duties And Responsibilities: _____

EMERGENCY CONTACTS

<i>Name</i>	<i>Relationship</i>	<i>Phone</i>

REFERENCES

<i>Name</i>	<i>Address & Telephone #</i>	<i>Occupation</i>

I AFFIRM THAT ALL INFORMATION ON THIS SHEET IS TRUE AND COMPLETE; I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HERE IN. I UNDERSTAND THAT ANY MISREPRESENTATION, FALSE STATEMENT, OR OMISSION OF FACTS CALLED FOR MAY BE CAUSE FOR DISMISSAL OR GROUNDS FOR REFUSAL OF EMPLOYMENT, I AGREE TO CONFORM TO THE RULES, POLICIES, STANDARD AND/OR REGULATIONS MAY BE GROUNDS FOR DISMISSAL. I UNDERSTAND THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, BY THE COMPANY OR BY MYSELF. NO REPRESENTATION TO THE CONTRARY HAS BEEN MADE TO ME AND I UNDERSTAND THAT NO REPRESENTATIVE OF THE COMPANY HAS THE AUTHORITY TO MAKE SUCH A REPRESENTATION.

IT IS THE POLICY OF THIS COMPANY TO HIRE ONLY THOSE WHO ARE LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES UNDER THE PROVISIONS OF THE IMMIGRATION REFORM AND CONTROL ACT OF 1986; ALL EMPLOYEES WILL BE REQUIRED TO PROVIDE DOCUMENTS TO VERIFY EMPLOYMENT ELIGIBILITY PRIOR TO BEGINNING WORK.

Signature _____
Date