



820 E. Amidon Street
 Sioux Falls, SD 57104
 Phone: 605.275.2964
 Fax: 605.338.7938

www.smartcommercialconstruction.com

JOB APPLICATION

Date of Application: _____ Date Available to Begin: _____

PERSONAL INFORMATION

Name: _____
 Address: _____
 Phone Number: _____ Social Security Number: _____
 Email Address: _____

Have you ever been convicted of a felony or misdemeanor? Yes No
 If yes, please explain in full, including dates, details of offense(s) charged, jurisdiction, and disposition of case:

Please list and explain any traffic violations on your driving record in the past (5) five years.

Are you legally authorized to work in the U.S.? Yes No
 If hired, you will be required to provide identification and proof of U.S. citizenship or authorization to work in the U.S.

EDUCATION

High School

Name of School: _____
 Location of School (City, State): _____
 Received: Diploma Other (Specify) _____ None
 Number of Years Attended: _____

College, University, or Technical School

Name of School	Location (City, State)	Dates of Attendance (Month/Year)		Major/Minor Course of Study	Type of Degree Earned	Number of Years Attended:
		From	To			

KNOWLEDGE, SKILLS, ABILITIES

List any knowledge, skills, and/or abilities you possess and believe to be relevant to the position you are seeking.

WORK EXPERIENCE

Describe your work experience, beginning with your current or most recent job. Include military service and job-related volunteer work, if applicable. If needed, attach additional sheets, using the same format as on the application.

Employer: _____ Address: _____
Your Title: _____ Dates of Employment (Month/Year): From _____ To _____
Name of Supervisor: _____ Phone Number: _____
Duties/Responsibilities: _____
Reason for Leaving: _____

Employer: _____ Address: _____
Your Title: _____ Dates of Employment (Month/Year): From _____ To _____
Name of Supervisor: _____ Phone Number: _____
Duties/Responsibilities: _____
Reason for Leaving: _____

Employer: _____ Address: _____
Your Title: _____ Dates of Employment (Month/Year): From _____ To _____
Name of Supervisor: _____ Phone Number: _____
Duties/Responsibilities: _____
Reason for Leaving: _____

Employer: _____ Address: _____
Your Title: _____ Dates of Employment (Month/Year): From _____ To _____
Name of Supervisor: _____ Phone Number: _____
Duties/Responsibilities: _____
Reason for Leaving: _____

REFERENCES

List three business references whom we may contact.

Name: _____ Relationship: _____
Address: _____ Phone Number: _____

Name: _____ Relationship: _____
Address: _____ Phone Number: _____

Name: _____ Relationship: _____
Address: _____ Phone Number: _____

Smart Commercial Construction, Co. provides equal employment opportunities to all employees and applications for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Smart Commercial Construction, Co. complies with all application state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

I certify that the above answers are true and complete to the best of my knowledge. I authorize Smart Commercial Construction, Co. to investigate any statement contained in this application. I understand that this application is not any kind of contract or agreement. In the event of employment, I understand that any false or misleading information given in my application may result in immediate termination.

Signed: _____ Date: _____