



Collins & Jewell Company

INDUSTRIAL INSTALLERS / CUSTOM FABRICATORS

5 Rachel Drive
Bozrah, CT 06334

PH: 860-887-8813
FX: 860-886-5359

www.collins-jewell.com

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION Complete **all** applicable information

Name (Full – Last, First, MI)			
Position(s) applied for:		Are you willing to work: ___ Full Time; ___ Part Time; ___ Weekends	
Street Address	City	State	Zip
Home Phone		Have you previously been employed by our company? ___ Yes ___ No ___ When?	
Are you legally authorized to work in the United States?		___ Yes ___ No When could you start employment?	
Have you ever applied for employment with our company? ___ Yes ___ No When?			

EMPLOYMENT HISTORY (List below last three employers, starting with the most recent one first)

Present or Last Position	Name of Company	From Mo/Yr	To Mo/Yr
Street Address:		City	State Zip
Duties:		Reason for Leaving:	
Starting Annual Salary	Final Annual Salary	May we contact your Supervisor?	
Name of Supervisor	Title and Department of Supervisor	Phone Number of Supervisor	

Next Previous Position	Name of Company	From Mo/Yr	To Mo/Yr
Street Address:	City	State	Zip
Duties:	Reason for Leaving:		
Starting Annual Salary	Final Annual Salary	May we contact your Supervisor?	
Name of Supervisor	Title and Department of Supervisor	Phone Number of Supervisor	
Next Previous Position	Name of Company	From Mo/Yr	To Mo/Yr
Street Address:	City	State	Zip
Duties:	Reason for Leaving:		
Starting Annual Salary	Final Annual Salary	May we contact your Supervisor?	
Name of Supervisor	Title and Department of Supervisor	Phone Number of Supervisor	

EDUCATION INFORMATION:

High School or GED	Address	City	State	Degree	Subject Studied
College	Address	City	State	Degree	Major GPA
College	Address	City	State	Degree	Major GPA
Graduate School	Address	City	State	Degree	Major GPA
Other	Address	City	State	Degree	Major GPA

GENERAL

If applying for a skilled trades position please indicate the following:

Skills (Welding, etc.)	High	Proficiency: Medium	Low
1.			
2.			
3.			

Licenses/Certifications:

1.
2.
3.

If applying for a clerical position, what business equipment can you operate? (For example, computers, copiers, etc):

In what computer software programs are you **proficient**? [Name the package(s).]:

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY

In consideration of my employment, I agree to conform to the policies and procedures of the company. I understand that in accepting this application, the company is in no way obligated to provide me with employment and that I am not obligated to accept employment if offered. Furthermore, if employed, I understand that I am employed at will and that my employment and compensation can be terminated with or without cause, and with or without notice at any time.

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any falsified statements on this application or omission of fact on either this application or during the pre-employment process will result in my application being rejected, or, if I am hired, in my employment being terminated. I also understand that any offer of employment is conditioned on the completion of pre-employment test and documentation. I will, upon request, sign all necessary consent forms.

Signature of Applicant

Date

**Applications can be submitted by email to:
Collins & Jewell Co., Inc Human Resources Department**

watsonr@collins-jewell.com