

Application for Employment

Universal Tank & Fabrication is an Equal Opportunity Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

Please save this PDF to your computer first (or print out) then complete as thoroughly as possible.

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

Other names under which you have attended school or been employed: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Social Security Number: _____

Home Phone: _____ Work Phone: _____ Email: _____

Are you legally able to work in the United States? Yes No

Will you now or in the future require Universal Tank & Fabrication to commence (Sponsor) an immigration case in order to employ you? Yes No

Are you 18 years of age or older? Yes No
If no, what is your current age? _____

Are you a military veteran? Yes No
If yes, dates of active duty: _____ to _____

Have you ever applied for a position at Universal Tank before? Yes No
If yes, when and what position: _____

Have you ever been employed at Universal Tank before? Yes No
If yes, when and reason for leaving: _____

Are you related to any current Universal Tank employee? Yes No
If yes, their name and relationship to you: _____

If required for position, do you have a valid driver's license? Yes No
If yes, state of issuance, license # and expiration date: _____

How did you learn about this employment opportunity? Select all that apply:

Ad in newspaper Ad on radio Walk-in Access Dubuque Website

Employee referral If so, name of employee: _____

Other: _____

Position Applying for: _____
Date you can start: _____
Wage desired: _____
Available to work: Full-time Part-time Shift work

EDUCATION

High School: _____
City & State: _____
Did you graduate? Yes No
If no, years left to graduation: _____
If yes, date of graduation: _____

College: _____
City & State: _____
Did you graduate? Yes No
If no, years left to graduation: _____
If yes, date of graduation: _____

GED: Yes No

Other School: _____
City & State: _____
Did you graduate? Yes No
If no, years left to graduation: _____
If yes, date of graduation: _____

Other credentials / licenses / professional affiliations, etc., which are relevant to the job(s) for which you are applying: _____

Skills (technical, clerical, trade, etc.) which are relevant to the job(s) for which you are applying. Include relevant computer systems and software of which you have a working knowledge and note your level of proficiency (basic, intermediate, expert): _____

WORK EXPERIENCE

Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. **PLEASE NOTE:** Universal Tank & Fabrication reserves the right to contact all current and former employers for reference information.

Dates Employed: _____ to _____
 Full-time Part-time If part-time, # hrs./wk: _____
Title: _____
Starting Salary: _____ Final Salary: _____
Organization Name: _____
Organization Address: _____
Supervisor's Name, Title and Phone: _____
Other Reference Name, Title and Phone: _____
Contact my references: At any time Only if I am a final candidate
Primary Duties: _____
Reason for Leaving: _____

Dates Employed: _____ to _____
 Full-time Part-time If part-time, # hrs./wk: _____
Title: _____
Starting Salary: _____ Final Salary: _____
Organization Name: _____
Organization Address: _____
Supervisor's Name, Title and Phone: _____
Other Reference Name, Title and Phone: _____
Contact my references: At any time Only if I am a final candidate
Primary Duties: _____
Reason for Leaving: _____

Dates Employed: _____ to _____
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Title: _____
Starting Salary: _____ Final Salary: _____
Organization Name: _____
Organization Address: _____
Supervisor's Name, Title and Phone: _____
Other Reference Name, Title and Phone: _____
Contact my references: At any time Only if I am a final candidate
Primary Duties: _____
Reason for Leaving: _____

Please provide any additional information about your abilities or interests that make you a good candidate for this position: _____

PLEASE READ CAREFULLY AND CONFIRM THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.

I certify that the information on this application is accurate and complete. I understand and agree that misrepresentation or omission of facts represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize Universal Tank & Fabrication to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment. I understand that this application is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. If employed I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice. I understand that the first ninety days of regular employment represent a provisional period, during which I may be terminated without Right of appeal.

Applicant Signature: _____ Date: _____