



Friends & Family Application for Employment

An Equal Opportunity Employer

Personal Information

Name: _____

Last

First

Middle

Address: _____

Street

City

State

Zip

Home Phone #: () Cell Phone #: ()

Driver's License #: _____ State Issued: _____

Email address: _____ Date applying: _____

Government contracts require all employees at Paragon D&E to be U.S. Citizens.

Are you a Citizen of the U.S.? Yes No

You must prove citizenship by providing us a copy of your Certified Birth Certificate or U.S. Passport.

Are you at least 18 years of age? Yes No

Have you ever been convicted of a misdemeanor/felony? Yes No If yes, then why? _____

U.S. Military or Naval Service: _____ Rank _____ Present membership in National Guard or Reserves? _____

Employment Desired

Position desired: _____ Date available to start: _____ Salary desired: _____

Shifts available to work: DAYS NIGHTS WEEKENDS

What makes you a good candidate for this position? _____

Education

	Name & Location	# of Years Attended	Graduated – yes or no If No, indicate # of years completed or credits earned	Major	Degree Received & Date
High School					
College					
Trade or Business School					

Special Skills: (List training, licenses, office or shop machines you can operate, typing speed, fluent languages) _____

Mechanical experience: _____

(Continued to the other side)

Employment History

List your last three employers, started with the most recent first. Attach additional sheets if needed.

Date Month & Year	Name & Address	Position	Description of Responsibilities	Salary	Reason for Leaving
From: To:					
From: To:					
From: To:					

Do we have permission to contact your present employer? Yes No

Do we have permission to contact your previous employers? Yes No

Paragon References

Please complete the information below in regards to the Paragon D&E employee who has referred you

Name	Employees Position @ Paragon	Years Acquainted	Relationship

Personal References

Please give the names of 3 persons not related to you, whom you have known for at least one year

Name	Phone Number	Business	Years Acquainted

In case of emergency notify: _____
Name (Relationship)

 Address City State Zip Phone

"I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are grounds for rejection and if employed, termination at any time. I agree to conform to the company's rules and regulations, and I agree that my employment and compensation is temporary and can be terminated, with or without cause, and with or without notice, at any time, by either my or the company's option. I also understand that the terms and conditions of my employment may be changed, with or without cause or notice, at any time by the company. I understand that no company representative, other than the president, and only in writing and signed by said president, has the authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing." I also agree to provide Paragon D&E proof of my U.S. citizenship (Certified Birth Certificate or U.S. Passport)

Signature

Date