



**TRACHTE BUILDING SYSTEMS, INC.**  
**APPLICATION FOR EMPLOYMENT**

Please **type** or **print** your responses to the following questions.  
Applications will be considered for 90 days.

**PERSONAL INFORMATION**

Name: \_\_\_\_\_  
Last First Middle Initial

Address: \_\_\_\_\_  
Street City State Zip

Telephone Number: ( ) \_\_\_\_\_ Cell Phone Number: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_@\_\_\_\_\_ Referred to Trachte by: \_\_\_\_\_

Are you 18 years of age or older? Yes  No   
Are you legally eligible to work in the United States? Yes  No   
If the job desired requires the use of a motor vehicle, do you possess a valid driver's license? Yes  No

**EMPLOYMENT DESIRED**

Position: \_\_\_\_\_ Date Available \_\_\_\_\_

Time Preference: Full Time Part Time Salary/Hourly Wage Requirement: \_\_\_\_\_

Shift: First Second Third Specific Hours and/or Days Available: \_\_\_\_\_

Have you applied with Trachte previously? Yes No If yes, when? \_\_\_\_\_

**EDUCATION AND TRAINING**

(This information will only be used where relevant and to assist in determining what position might be appropriate for consideration.)

Education	Name and Location Of Institution	Years Attended	Did You Graduate?	Subjects Studied
High School				
College				
Other				

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**WORK EXPERIENCE/FORMER EMPLOYERS**

Please complete the following information to the best of your knowledge. Start with your current or most recent employer and be as specific as possible. Please note any changes in job title or promotions received. Also, include any self-employment or military service. Failure to complete this section in its entirety may result in disqualification of your application.

Are you currently employed? Yes  No

May we contact your present employer? Yes  No

Employer:	Street Address:
Your Title:	City, State, Zip:
Your Duties:	Phone: _____ Date Hired: _____
	Supervisor: _____ Last Day: _____
	Did you give notice? Yes <input type="checkbox"/> No <input type="checkbox"/> How Long? _____ Final Wage: _____
Were you hired through a temporary agency? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, what was the temporary agency/ hiring agency name? _____	Reason for Leaving:

Employer:	Street Address:
Your Title:	City, State, Zip:
Your Duties:	Phone: _____ Date Hired: _____
	Supervisor: _____ Last Day: _____
	Did you give notice? Yes <input type="checkbox"/> No <input type="checkbox"/> How Long? _____ Final Wage: _____
Were you hired through a temporary agency? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, what was the temporary agency/ hiring agency name? _____	Reason for Leaving:

Employer:	Street Address:
Your Title:	City, State, Zip:
Your Duties:	Phone: _____ Date Hired: _____
	Supervisor: _____ Last Day: _____
	Did you give notice? Yes <input type="checkbox"/> No <input type="checkbox"/> How Long? _____ Final Wage: _____
Were you hired through a temporary agency? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, what was the temporary agency/ hiring agency name? _____	Reason for Leaving:

**TRACHTE  
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**WORK EXPERIENCE/FORMER EMPLOYERS (CONTINUED)**

Employer:	Street Address:
Your Title:	City, State, Zip:
Your Duties:	Phone: <span style="float: right;">Date Hired:</span>
	Supervisor: <span style="float: right;">Last Day:</span>
	Did you give notice? Yes <input type="checkbox"/> No <input type="checkbox"/> How Long? <span style="float: right;">Final Wage:</span>
Were you hired through a temporary agency? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, what was the temporary agency/ hiring agency name? _____	Reason for Leaving:

Employer:	Street Address:
Your Title:	City, State, Zip:
Your Duties:	Phone: <span style="float: right;">Date Hired:</span>
	Supervisor: <span style="float: right;">Last Day:</span>
	Did you give notice? Yes <input type="checkbox"/> No <input type="checkbox"/> How Long? <span style="float: right;">Final Wage:</span>
Were you hired through a temporary agency? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, what was the temporary agency/ hiring agency name? _____	Reason for Leaving:

**Please describe any other training or experience you consider relevant to the position of which you are applying:**

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**PROVIDE REFERENCES (PERSONS YOU ARE NOT RELATED TO)**

It's Trachte's policy to check references on each candidate for employment. Because of this, we ask that you provide the following information so we may contact your references directly. Failure to complete this section in it's entirety may result in disqualification of your application.

	1	2	3
Name			
Telephone			
Address			
Occupation			
Year Acquainted			
Your Relationship			

**Please Note:** Your application will not be processed unless you have read and signed the Authorization Release and Certification on Page 4 of this application

**TRACHTE  
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**AUTHORIZATION, RELEASE AND CERTIFICATION**

*I certify that all information on the application is true, complete and correct to the best of my knowledge. I understand that any false or misleading statements by me, or material omissions of information requested of me, may result in the rejection of my application or, if employed, my immediate dismissal.*

*I understand that references will be contacted, and that appropriate work-related references are not limited to those listed in my application. I release from all liability or legal claims any person seeking or providing information, whether oral or written. A photocopy of this release shall be valid as the original, and may be relied upon by all persons providing information.*

*I understand and agree that a Drug Screening Test is a condition of application for employment, and will be done prior to employment. I further understand that positive testing results may be grounds for refusal to hire.*

*I understand this application will be considered inactive after ninety days.*

*I certify I have read (or have had read to me) and understand this authorization, release and certification.*

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Applicant's Name (print or type)*

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
*Date signed*

**TRACHTE BUILDING SYSTEMS  
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SUN PRAIRIE, WI 53590  
Human Resources Phone 800-356-5824  
Confidential Fax 608-234-5595  
work@trachte.com**

*AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER*