



Professional Building Services of the Quad Cities, Inc.

Thank you for your interest in employment at Professional Building Services. Your application is welcome. We continuously seek prospective employees who will enable us to maintain the high reputation our company has for quality work and utmost service. Professional Building Services is an Equal Opportunity Employer (EOE). PBS actively seeks and employs qualified persons in all job classifications and administers all personnel actions affecting employees or applicants without discrimination on basis of race, color, religious creed, sex, age, natural origin, ancestry, medical condition, physical handicap, veteran status or marital status. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resource Department.

Name Last First Middle Social Security #

Address Street City State Zip Code

Telephone Mobile/Beeper/Other/Phone # Email Address

Position(s) applied for Date of Application

Referral Source (Please check the appropriate category and name the source.)

- Walk-in, Employee, Advertisement, Company's Website, Internet, School, Job Fair, Staffing Agency, Government Employment Agency, Other

If necessary, best time to call you at home is AM PM

May we contact you at work? Yes No

If yes, work number and best time to call: AM PM

If you are under 18 and it is required, can you furnish a work permit? Yes No

If no, please explain

Have you submitted an application here before? Yes No

If yes, give date(s) and position(s)

Have you ever been employed here before? Yes No

If yes, give dates from to

Are you legally eligible for employment in this country? Yes No

Date available for work.

What is your desired salary range or hourly rate of pay?

\$ Per

Type of employment desired Full-time Part-time

Are you currently obligated to a Non-complete, Non-disclosure and Confidentiality Agreement? Yes No

If yes, with which company, and when does the agreement expire?

If it has been explained to you, are you able to meet the attendance requirements of the position? NA Yes No

The following question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodation)?

Yes No Need more information about the job's "essential functions" to respond.

Driver's license number required if driving may be required in the job for which you are applying:

State

Have you ever been bonded? Yes No

Answering "yes" to the following question does not constitute and automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes No

If yes, please provide date(s) and details:

Employment History

Starting with your most recent employer, provide the following information.

Employer	Telephone #	Dates employed: <input type="text"/> to <input type="text"/>
Street Address	City	State
Starting job title/final job title	Compensation (Starting) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per	
Immediate supervisor and title (for most recent position held)	Compensation (Final) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	Commission/Bonus/Other Compensation \$ _____	
Why did you leave?		

Summarize the type of work performed and job responsibilities.

What did you like most about your position?

What were the things you liked least about the position?

Employer	Telephone #	Dates employed: <input type="text"/> to <input type="text"/>
Street Address	City	State
Starting job title/final job title	Compensation (Starting) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per	
Immediate supervisor and title (for most recent position held)	Compensation (Final) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	Commission/Bonus/Other Compensation \$ _____	
Why did you leave?		

Summarize the type of work performed and job responsibilities.

What did you like most about your position?

What were the things you liked least about the position?

Employer	Telephone #	Dates employed: <input type="text"/> to <input type="text"/>
Street Address	City	State
Starting job title/final job title	Compensation (Starting) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per	
Immediate supervisor and title (for most recent position held)	Compensation (Final) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	Commission/Bonus/Other Compensation \$ _____	
Why did you leave?		

Summarize the type of work performed and job responsibilities.

What did you like most about your position?

What were the things you liked least about the position?

Employer	Telephone #	Dates employed: <input type="text"/> to <input type="text"/>
Street Address	City	State
Starting job title/final job title	Compensation (Starting) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per	
Immediate supervisor and title (for most recent position held)	Compensation (Final) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	Commission/Bonus/Other Compensation \$ _____	
Why did you leave?		

Summarize the type of work performed and job responsibilities.

What did you like most about your position?

What were the things you liked least about the position?

AN EQUAL OPPORTUNITY EMPLOYER

Employment History (continued)

Explain any gaps in your employment, other than those due to personal illness, injury or disability. _____

If not addressed on previous page, have you ever been fired or asked to resign from a job? _____

Yes No

If yes, please explain: _____

Skills Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

--

Educational Background

Starting with your most recent school attended, provide the following information.

School (include City & State)	Years Completed	Completed	Did You Graduate
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No

References

List name and telephone number of three business/work references who are not related to you and are *not* previous supervisors. If not applicable, list three school or personal reference who are *not* related to you.

Name	Title	Relationship to you	Telephone	Number of Years Known

Related Information

List special accomplishments, publications, awards, etc.

Exclude information that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

In your current or a prior job, have you ever written instructions or directions to be followed by employees or customers?

Yes No Not Applicable

If yes, please explain: _____

Is there any other job-related information you want us to know about you? _____

Application Statement

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

When applicable, I agree that I will sign a Non-complete, Non-disclosure, and Confidentiality Agreement with Professional Building Services of the Quad Cities, Inc. if I am hired for employment. I acknowledge that such an agreement is required for employment and that I am aware of the same in applying for employment.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete and I-9 Form in this regard.

This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state or local law. This Company likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____

Date

AN EQUAL OPPORTUNITY EMPLOYER