



NAYLOR & BREEN BUILDERS, INC.

Commercial • Multi-Family Residential • Institutional • Custom Residential

By completing this application you are seeking to join a team of hardworking professionals who are dedicated to consistently delivering outstanding service to our clients and who contribute to the financial success of this company.

APPLICANT INFORMATION			
Last Name		First Name	M.I. Today's Date
Street Address		Apartment/Unit #	
City	State		ZIP
Phone		E-mail Address	
Date Available	Social Security No.		Desired Salary
Position Applied for			
Are you a citizen of the United States?		YES <input type="checkbox"/> NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for N&B before?		YES <input type="checkbox"/> NO <input type="checkbox"/>	If so, when?
Do you have friends/family working for N&B		YES <input type="checkbox"/> NO <input type="checkbox"/>	Name?
Do You have a valid drivers License?		YES <input type="checkbox"/> NO <input type="checkbox"/>	Drivers License #
Name of Emergency Contact			Home phone number
Relationship of Emergency Contact			Cell phone number

EDUCATION			
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

REFERENCES	
<i>Please list three professional references.(non-family, familiar with your work abilities who've known you more than one year)</i>	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

MOST RECENT OR RELEVANT EMPLOYER	
Company	Phone ()
Address	Supervisor
Job Title	
Responsibilities	
From To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>	

SECOND MOST RECENT OR RELEVANT EMPLOYER	
Company	Phone ()
Address	Supervisor
Job Title	
Responsibilities	
From To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>	

THIRD MOST RECENT OR RELEVANT EMPLOYER	
Company	Phone ()
Address	Supervisor
Job Title	
Responsibilities	
From To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>	

COMPUTER SKILLS <i>(Include software titles and years of experience)</i>			
Word Processing	Years	E-Mail	Years
Spreadsheet	Years	Internet	Years
Presentation	Years	Other	Years

OTHER INFORMATION YOU WOULD LIKE US TO KNOW ABOUT YOUR QUALIFICATIONS

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date

IMPORTANT INFORMATION TO THE APPLICANT

Naylor & Breen Builders, Inc. is an Equal Opportunity Employer. We do not discriminate in hiring or employment in accordance with the requirements of all applicable local, state and federal laws, on the basis of race, color, creed, sex, national origin, age, veteran status or physical or mental disability or any basis other than factors that affect the ability to perform the work required.

There are pre-conditions for employment. We reserve the right to perform drug or alcohol testing and/or background investigations. We ask your permission to conduct such testing prior to employment and any time that such factors may affect work performance or possibly be related to any accident or incident. Your permission is implied by this application.

The use, possession, or being under the influence of illegal drugs or alcohol while on company time is prohibited. In addition, being under the influence of legally prescribed medication that causes either physical or mental impairment of judgment for work performance while on company time is also prohibited.

If you are hired, you will be required to provide a copy of your Driver's license, proof of legality to work in the United States (INS form I-9), an Income Tax Deduction form (W-4), and other personal contact and health related information. Employment application materials will be kept on file for one year.