



ILEX APPLICATION FOR EMPLOYMENT

REVISED FEBRUARY 27, 2008

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Location (Please Circle One) Baltimore Easton Middleburg Charlottesville Hot Springs	Date of Application
How Did You Learn About Us?		
<input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Walk-In <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other _____		

Last Name	First Name	Middle Name
Email Address:		
Address	Number	Street
		City
		State
		Zip Code
Telephone Number(s)	Date of Birth	Social Security Number

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No

If Yes, give date: _____

Have you ever been employed with us before? Yes No

If Yes, give date: _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
Proof of legal ability to accept employment will be required upon employment. Yes No

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last 7 years?
Conviction will not necessarily disqualify an applicant from employment
 If yes, please explain on back of this page. Yes No

ILEX IS AN EQUAL OPPORTUNITY EMPLOYER



	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason For Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason For Leaving				

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Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason For Leaving				

ADDITIONAL INFORMATION

OTHER QUALIFICATIONS: Summarize special job-related skills and qualifications acquired from employment or other experience.

SPECIALIZED SKILLS: Check Skills/Equipment Operated.			
____ StarBuilder/Timberline	____ Access	Production/Mobile Machinery (list):	Other (list):
____ Windows Environment	____ Excel		
____ Power Point	____ Word		
____ Web Applications	____ CADD		

State any additional information you feel may be helpful to us in considering your application.

REFERENCES:
1. _____ <div style="text-align: center;">(Name)</div> <div style="text-align: right;">Phone #</div> <div style="text-align: center;">(Address)</div>
2. _____ <div style="text-align: center;">(Name)</div> <div style="text-align: right;">Phone #</div> <div style="text-align: center;">(Address)</div>
3. _____ <div style="text-align: center;">(Name)</div> <div style="text-align: right;">Phone #</div> <div style="text-align: center;">(Address)</div>

