



## READ THIS FIRST

*Use only Adobe Acrobat® or Acrobat® Reader to fill out your application.*

*If you do not have Acrobat® Reader visit this link to download it for free: <http://get.adobe.com/reader/>*

## TO SUBMIT YOUR APPLICATION - BY EMAIL

*Complete and submit your application by emailing it (as a file attachment) to [hr@premierfabrication.com](mailto:hr@premierfabrication.com)*

*If you have a resumé, you may attach it to this email. Resumés will not be accepted without a completed application.*

## TO SUBMIT YOUR APPLICATION - HANDWRITTEN

*Print this blank application, handwrite responses, and scan, mail or deliver (with printed resumé, if applicable) to:*

**Premier Fabrication, LLC**

Attn: Human Resources  
303 County Hwy. 8, P.O. Box 36  
Congerville, IL 61729

**Phone** 309.448.2338 | **Fax** 309.448.2605  
**[hr@premierfabrication.com](mailto:hr@premierfabrication.com)**

*Resumés will not be accepted without receipt of a completed application.*

## APPLICATION FOR EMPLOYMENT

Please fill out this entire document and print clearly in ink (if submitting a handwritten copy). Premier Fabrication is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, marital or military status, or based on any individual's status in any group or class protected by law.

### BASIC INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of work desired: \_\_\_\_\_ Salary desired: \_\_\_\_\_ Date Available: \_\_\_\_\_

If hired, can you provide documents required to establish your eligibility to work in the U.S.?  Yes  No

Are you 18 years of age or older?  Yes  No

Have you ever been employed by Premier Fabrication?  Yes  No If Yes, When? \_\_\_\_\_

How were you referred to Premier Fabrication? \_\_\_\_\_

If a Premier Fabrication employee referred you, please share his/her name: \_\_\_\_\_

Do you have relatives currently employed at Premier Fabrication?  Yes  No If Yes, Who? \_\_\_\_\_

### EDUCATION

#### HIGH SCHOOL OR LAST GRADE COMPLETED:

Name & Address of School: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Number of years completed: \_\_\_\_\_

Degree/Diploma: \_\_\_\_\_

#### COLLEGE, TECHNICAL SCHOOL OR OTHER EDUCATION:

Name & Address of School: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Number of years completed: \_\_\_\_\_

Degree/Diploma: \_\_\_\_\_

#### OTHER TRAINING, QUALIFICATIONS & SKILLS:

List other special training, experience, qualifications or skills (including military service) relevant to the position applied for.

### WORK-RELATED REFERENCES

References should not include relatives.

1. \_\_\_\_\_  

<i>Name</i>	<i>Occupation</i>	<i>Years Known</i>	<i>Contact Information</i>
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2. \_\_\_\_\_  

<i>Name</i>	<i>Occupation</i>	<i>Years Known</i>	<i>Contact Information</i>
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3. \_\_\_\_\_  

<i>Name</i>	<i>Occupation</i>	<i>Years Known</i>	<i>Contact Information</i>
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## RECORD OF EMPLOYMENT

List positions starting with most recent.

**Employer:** \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Position Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Date Left: \_\_\_\_\_ Beginning Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
May we contact this former employer to verify the above information?  Yes  No

**Employer:** \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Position Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Date Left: \_\_\_\_\_ Beginning Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
May we contact this former employer to verify the above information?  Yes  No

**Employer:** \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Position Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Date Left: \_\_\_\_\_ Beginning Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
May we contact this former employer to verify the above information?  Yes  No

**Employer:** \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Position Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Date Left: \_\_\_\_\_ Beginning Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
May we contact this former employer to verify the above information?  Yes  No

## STATEMENT

**By signing (or typing) your name below you acknowledge the following statement. Please read it carefully.**

*I understand that employment with Premier Fabrication (the Organization) is at-will, meaning that I or the Organization may terminate my employment at any time, or for any reason consistent with applicable state or federal law. I authorize the Organization to conduct a thorough background investigation of my work and personal history, and verify all data given on this application and during interviews. I hereby release the Organization, and its representatives or agents, from any liability that might result from such an investigation. I authorize all individuals, schools, and firms named to provide any requested information and release them from all liability for providing the requested information. I understand that the Organization requires the successful completion of a drug and/or alcohol test as a condition of employment. I certify that all the statements in this completed application are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal to hire.*

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE SIGNED:** \_\_\_\_\_