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Employment Application

This application is designed for use by applications for various positions within our firm. Answer the questions to the best of your ability. All information will be treated confidentially. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Birthdate: _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Can you travel if the job requires it? YES NO

Are you currently on "lay-off" status and subject to recall? YES NO

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College / Tech School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Describe any specialized training, apprenticeship, skills or job-related extracurricular activities.

Previous Employment

Start with your present or last job. Include any job-related military service assignments and volunteer activities.

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Technical Data

Do you have any knowledge of computer software or computer applications?

YES NO

If yes, please explain: _____

Can you operate essential business machinery? Please mark all that apply
 Computer Copy Machine Fax Machine Forklift

Do you have any mechanical skills?

YES NO

If yes, please explain: _____

Do you have any electrical experience (ie Amp Meter, Electrical Diagram, etc.)?

YES NO

If yes, please explain: _____

Additional Data

Please state any additional information you feel may be helpful to us in considering you for the position applied for.

Note to Applicant

Please do not answer this question unless you have been informed about the requirements of the job for which applied.

Are you aware of any reasons why you cannot perform the essential functions of the position for which you are applying with or without reasonable accommodations?

YES NO

If yes, please explain: _____

References

Please list three professional references - do not include relatives.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Years Known: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Years Known: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Years Known: _____

Disclaimer and Signature

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further considerations from employment and may be considered justification for dismissal if discovered subsequent to my employment.

I understand that my employment can be terminated, with or without cause, at any time at the discretion of either the company or myself. I understand that no management official has any authority to enter into any agreement oral or written contrary to the foregoing or to make any oral or written assurance or promise of continued employment.

I authorize persons, schools, my current employer (if applicable), previous employers (if applicable), and organizations named in this application (and accompanying resume, if any) to provide any relevant information which may be required to make an employment decision.

Signature: _____ Date: _____