



Employment Application

258 N Second St. Decatur, IN 46733 (260) 724-4000

Equal Opportunity Employer

Date: __/__/__

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, veteran status, genetic information, or any other protected status under applicable law.

Personal Information

Full Legal Name Name _____ Email _____

Address _____ City/State/Zip _____

How long at this address? _____

18 or older? ☐Y ☐N Authorized to work in U.S.? ☐Y ☐N (Proof required upon hire)

Driver's License ☐Y ☐N State ____ Exp ____ Reliable Transportation ☐Y ☐N

Phone: () _____ ☐ Text ☐ Voice Alternate Phone: () _____ ☐ Text ☐ Voice

Position: ☐ Apprentice ☐ Carpenter ☐ Finish Carpenter ☐ Lead Carpenter ☐ other _____ Desired Start: __/__/__

☐ Full-Time Only ☐ Part-Time Only ☐ Full- or Part-Time Hours Desired: _____ Desired Wage: _____

Days/Hours Available: _____

How many hours per week are you available? _____

Education

Type of School	Name of School	Location (City/State)	years completed
☐ College / University	_____	_____	_____
☐ Trade School	_____	_____	_____
☐ High School	_____	_____	_____
☐ Other _____	_____	_____	_____

Driver's License & Transportation

Do you have a valid driver's license?

State of Issue: _____ License Number: _____ Expiration Date: _____

Means of transportation to work: _____

Have you had any at-fault accidents in the past 3 years? ☐ Yes (How many? __) ☐ No

Have you had any moving violations in the past 3 years? ☐ Yes (How many? __) ☐ No

Have you ever been convicted of a felony or misdemeanor that has not been expunged? ☐ Yes ☐ No

If yes please explain the nature, date, and circumstances of the offense. _____

A criminal record will not automatically disqualify you. We consider the nature of the offense, time elapsed, and relevance to the position.

Employment History

(Please list most recent first. Attach additional sheets if needed.)

Employer 1 (Most Recent)

Company: _____ Phone: (____) _____

Address: _____

Supervisor: _____ May we contact? ☐ Yes ☐ No

Dates: From _____ To _____ Job Title: _____

Reason for Leaving: _____

Duties / Skills / Promotions:

Employer 2

Company: _____ Phone: (____) _____

Supervisor: _____ May we contact? ☐ Yes ☐ No

Dates: From _____ To _____ Job Title: _____

Reason for Leaving: _____

Duties / Skills / Promotions:

Employer 3

Company: _____ Phone: (____) _____

Supervisor: _____ May we contact? ☐ Yes ☐ No

Dates: From _____ To _____ Job Title: _____

Reason for Leaving: _____

Duties / Skills / Promotions:

Explain any gaps in employment (if any): _____

Skills & Qualifications

Please check the box that best describes your experience.

Skill	No Experience	Some Experience	Experienced
General Carpentry	☐	☐	☐
Finish Carpentry / Trim	☐	☐	☐
Cabinet Installation	☐	☐	☐
Windows & Doors	☐	☐	☐
Basic Framing	☐	☐	☐
Drywall Hanging & Repair	☐	☐	☐
Plumbing (Sinks, Faucets, Showers, Drains)	☐	☐	☐
Appliance Installation	☐	☐	☐
Reading Construction Drawings	☐	☐	☐

Own hand tools? ☐Y ☐N Power tools? ☐Y ☐N Truck/Van? ☐Y ☐N

Preferred cordless tool brands: ☐Milwaukee ☐DeWalt ☐Makita ☐Bosch ☐Ridgid ☐Ryobi ☐Other _____

References (not relatives or former supervisors)

Personal Ref 1 - Name: _____ Phone: _____ Company/Position: _____

Personal Ref 2 - Name: _____ Phone: _____ Company/Position: _____

Professional Ref 1 - Name: _____ Phone: _____ Company/Position: _____

Professional Ref 2 - Name: _____ Phone: _____ Company/Position: _____

Additional Information

Is there anything else you would like us to know that would help us understand why you'd be a good addition to the MR Planners team? _____

Certification & Signature

I certify that the information provided on this application is true and complete to the best of my knowledge. I understand that false or misleading information may result in disqualification or termination.

I authorize investigation of all statements contained in this application and any related documents. I authorize former employers, references, and educational institutions to release information upon request.

This application shall remain active for up to 45 days.

I understand that employment with MR Planners is at-will, meaning either the employee or the employer may terminate the relationship at any time, with or without cause.

Signature: _____ Date: _____

I understand that employment is contingent upon successful completion of a background check and drug screening (where permitted by law).