



# PHI HOME DESIGNS

Consistent with the provisions of the ADA and the Maine Human Rights Act, applicants may request accommodations needed to participate in the application process.

Phi Home Designs is an equal opportunity employer dedicated to a policy of compliance with all federal, state, and local laws regarding nondiscrimination in employment. No question on this application is intended to secure information to be used for unlawful purposes.

APPLICANT INFORMATION					
Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Date Available		Social Security		Desired Salary	
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
Have you ever worked for this company?		YES	NO	If so, when?	
Have you ever been convicted of a felony?		YES	NO	If Yes, explain:	

EDUCATION					
High School			Address		
From	To	Did you graduate?	YES	NO	Degree
College			Address		
From	To	Did you graduate?	YES	NO	Degree
Other			Address		
From	To	Did you graduate?	YES	NO	Degree

**SKILLS & SELF EVALUATION**  
**Rate yourself in the following areas on a scale from 1 to 5 (1 = low, 5 = high)**

Ability to organize 1 2 3 4 5    Ability to think 3-dimensionally 1 2 3 4 5    Ability to read plans 1 2 3 4 5

Design sense 1 2 3 4 5    Cabinetmaking Knowledge 1 2 3 4 5    Interpersonal/Communications skills 1 2 3 4 5

Other Skills to add:


**PREVIOUS EMPLOYMENT - STARTING WITH THE MOST RECENT**

<b>Employer</b>		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

<b>Employer</b>		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

<b>Employer</b>		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

<b>Employer</b>		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

<b>Please explain any periods of unemployment:</b>

## MILITARY SERVICE

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

## 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.

If an offer of employment is received, I agree to a pre-placement physical by a health professional selected and paid for by Phi Home Designs. I understand that any offer of employment is conditioned upon results of this post-offer physical.

Signature X \_\_\_\_\_ Date \_\_\_\_\_

## REFERENCES

Please list three professional references.

Full Name	Relationship
Company	Phone ( )
Address	

Full Name	Relationship
Company	Phone ( )
Address	

Full Name	Relationship
Company	Phone ( )
Address	

## Phi • losophy

*Our philosophy starts with understanding the needs of our clients. We are conscious every day of the quality, efficiencies and costs of our projects. Initially we facilitate and clarify our client's expectations and then follow through clearly and logically as we achieve those goals. We genuinely care about the well-being of our employees and have sought out individuals that we have identified as wanting to be part of a healthy & growing company. They each have a passion for what they do and with our supportive environment, this naturally translates into doing the best possible job for our clients.*

[www.phihomedesigns.com](http://www.phihomedesigns.com)