

# APPLICATION FOR EMPLOYMENT

All applicants will be considered for employment without regard to race, religion, color, sex, national origin, age, marital or veteran status, medical condition, handicap or disability, sexual orientation, citizenship status or any other status protected by law. We are an Equal Opportunity Employer.

## PERSONAL

(Please Print)

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
No. Street City State Zip

Telephone No. ( ) \_\_\_\_\_ Referred by:  Our Advt.  Emp. Agency  Friend or Relative  Walk-In

Are you of legal age to work?  Yes  No. If NO, a work permit will be required.

Are you legally eligible for employment in the United States?  Yes  No. (If hired, verification will be required by law).

Position(s) applied for \_\_\_\_\_  Full Time  Part Time

If part time, check days/hours available:  Mon. \_\_\_\_\_ to \_\_\_\_\_;  Tues. \_\_\_\_\_ to \_\_\_\_\_;  Wed. \_\_\_\_\_ to \_\_\_\_\_;  
AM PM AM PM AM PM AM PM AM PM AM PM

Thurs. \_\_\_\_\_ to \_\_\_\_\_;  Fri. \_\_\_\_\_ to \_\_\_\_\_;  Sat. \_\_\_\_\_ to \_\_\_\_\_;  Sun. \_\_\_\_\_ to \_\_\_\_\_;  
AM PM AM PM AM PM AM PM AM PM AM PM

Date you are available to start work: \_\_\_\_/\_\_\_\_/\_\_\_\_. Salary or wages desired: \$ \_\_\_\_\_  Hr.  Wk.

Have you worked for us before? \_\_\_\_\_. If YES, When \_\_\_\_\_ Position: \_\_\_\_\_

Indicate special qualifications or skills: \_\_\_\_\_

If computer skills are required for the job position you have applied for, please check the boxes that apply to your experience:

PC  Mac  Both. Software applications:  Word Processing  Accounting  Data Processing  
 Graphics  Presentation  E-mail  Internet  Other \_\_\_\_\_

| EDUCATION   | NAME & LOCATION OF SCHOOL | COURSE OF STUDY | YEARS COMPLETED | DID YOU GRADUATE? |
|-------------|---------------------------|-----------------|-----------------|-------------------|
| HIGH SCHOOL |                           |                 |                 |                   |
| COLLEGE     |                           | MAJOR           |                 |                   |
|             |                           | DEGREE          |                 |                   |
| OTHER       |                           |                 |                 |                   |

Are you employed at the present time?  Yes  No. If hired, will you work overtime if required?  Yes  No

Have you ever been bonded in prior employment? \_\_\_\_\_. If YES, list name(s) of employer(s): \_\_\_\_\_

Have you ever been convicted of a crime (excluding misdemeanors and traffic offenses)? \_\_\_\_\_. If YES, list convictions:  
 (A conviction does not necessarily disqualify an applicant for the position being applied for. You are not obligated to disclose sealed or expunged records).



**PRIOR EMPLOYMENT**

*(Start with most recent employer)*

|                                    |                              |           |
|------------------------------------|------------------------------|-----------|
| Employer: _____<br>(Phone: _____)  | From: _____                  | To: _____ |
| Address: _____<br>City, State, Zip | Position: _____              |           |
| Duties: _____                      | Supervisor's Name: _____     |           |
|                                    | Starting Salary/Wages: _____ |           |
| Reason for leaving: _____          | Final Salary/Wages: _____    |           |
| Employer: _____<br>(Phone: _____)  | From: _____                  | To: _____ |
| Address: _____<br>City, State, Zip | Position: _____              |           |
| Duties: _____                      | Supervisor's Name: _____     |           |
|                                    | Starting Salary/Wages: _____ |           |
| Reason for leaving: _____          | Final Salary/Wages: _____    |           |
| Employer: _____<br>(Phone: _____)  | From: _____                  | To: _____ |
| Address: _____<br>City, State, Zip | Position: _____              |           |
| Duties: _____                      | Supervisor's Name: _____     |           |
|                                    | Starting Salary/Wages: _____ |           |
| Reason for leaving: _____          | Final Salary/Wages: _____    |           |

**MILITARY SERVICE**

| BRANCH OF SERVICE | FROM | TO | RANK & DUTIES | DATE DISCHARGED |
|-------------------|------|----|---------------|-----------------|
|                   |      |    |               |                 |

**PERSONAL REFERENCES**

| NAME | ADDRESS | YEARS KNOWN | TELEPHONE |
|------|---------|-------------|-----------|
|      |         |             |           |
|      |         |             |           |
|      |         |             |           |

*The above information is true and complete to the best of my knowledge. Should I be employed by the Company, any misrepresentation or false statement contained herein may be considered cause for possible dismissal. The Company, in compliance with the provisions of the Fair Credit Reporting Act of Sept. 1997, may contact directly or employ the services of investigative agencies to obtain all necessary information from the references I have listed, or any other sources, concerning my prior employment, personal history or credit standing. I reserve the right to know the names and addresses of any investigative agencies used in order that I may learn the information contained in any reports furnished to the Company.*

*I understand this application does not constitute an employment contract of any kind. Should I be employed by the Company, I may resign such employment at any time at my discretion with or without prior notice and the Company may terminate my employment at any time at their discretion, with or without cause and with or without prior notice.*

Date: \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

|  |  |
|--|--|
| <b>SUMMARY OF INTERVIEW:</b> _____   |  |
| _____  |  |
| _____  |  |
| Accepted for employment: <input type="checkbox"/> Yes <input type="checkbox"/> No      | Position: _____                            |
| Starting Rate \$ _____ per <input type="checkbox"/> Hour <input type="checkbox"/> Week | Scheduled to start work: _____/_____/_____ |
| Interviewed by: _____  | Date: _____/_____/_____                    |
| Approved by: _____   | Date: _____/_____/_____                    |

## Experience Level and Applicable Certifications

| Equipment   | Most Recent Date Operated | How many Years Operated | Describe Experience(s)<br>State level of capabilities such as<br>Rough or finish grade operator | Own Keys<br>Y or N |
|---|---------------------------|-------------------------|---|--------------------|
| Volvo   |                           |                         |   |                    |
| Roller  |                           |                         |   |                    |
| Water Truck   |                           |                         |   |                    |
| Skid Steer  |                           |                         |   |                    |
| Loader  |                           |                         |   |                    |
| Mixer   |                           |                         |   |                    |
| Backhoe   |                           |                         |   |                    |
| Mini Excavator  |                           |                         |   |                    |
| Excavator   |                           |                         |   |                    |
| Dozer   |                           |                         |   |                    |
| GPS Dozer   |                           |                         |   |                    |
| Blade   |                           |                         |   |                    |
| GPS Blade   |                           |                         |   |                    |
| CDL Driver  |                           |                         |   |                    |
| Asphalt: Describe position and years of experience            |                           |                         |   |                    |
| Concrete/Carpenter: Describe position and years of experience |                           |                         |   |                    |
| Pipe Layer: Describe position and years of experience         |                           |                         |   |                    |
| Rail Road: Describe position and years of experience          |                           |                         |   |                    |
| Supervisor: Describe position and years of experience         |                           |                         |   |                    |
| Circle and/or list certifications and training                |                           |                         |   |                    |
| TWIC  |                           |                         |   |                    |
| ERAIL   |                           |                         |   |                    |
| Basic Plus  |                           |                         |   |                    |
| OSHA 10, OSHA 30, OSHA 40                                     |                           |                         |   |                    |
| Other -   |                           |                         |   |                    |