



**EMPLOYMENT APPLICATION**

**Important Authorizations and Understandings**

**1. Equal Opportunity Employment.** All qualified applicants will be considered on their merits and without regard to union affiliation, age, race, color, religion, creed, sex, national origin, disability, military status, or any other status protected by law.

**2. Completeness and Accuracy of Information.** I represent all of the information given by me in support of my application of employment is true and complete. If the information is not true, it will render my employment application unacceptable or, if discovered to be not true after I am hired, my employment will be terminated. Information not specifically requested on the application will render the employment application unacceptable.

**3. No Written, Oral or Implied Contracts.** I understand that all employment with the Company is “at-will”. This means that just as employee has the right to terminate the employment relationship at any time, with or without reason, the Company retains the similar right. I acknowledge that only the Company President has the authority to alter the at-will nature of employment, and then only by written contract specifically signed by the Company President.

**4. Travel.** I understand that the nature of the business of the Company is such and I must be willing to travel to various locations. I agree to travel when required.

**5. Job Application Policy.** We generally accept job applications only when we have determined there are jobs available or soon to be available that we intend to fill with persons not then employed by the Company. When we make a determination that there are jobs we intend to fill, we reserve the right to review active applications already on file prior to accepting new applications. Given the nature of our business, we reserve the right to not hire persons even though applications have been accepted should we determine our needs were not as we initially projected. Applications are considered “active” for a period of 30 calendar days from the date they were initially signed. After the expiration of the “active” period, a new application must be completed.

**6. Hiring Decisions.** We hire based on personal contact with individuals. We base our hiring decision on a variety of factors including skills and ability to perform the job, prior employment with us, employment references, willingness to accept the offered salary, and personal interviews.

**7. General Work and Scheduling Rules.** All employees are expected to work and to work the hours appropriate for their employment status. It is the nature of our business that work may need to be done on a tight schedule. Full time employees are expected to be available for a “regular” 40 hours schedule, plus overtime as may be required by the Company.

**8. Conflict of Interest.** Our employees are prohibited from working for or having an ownership interest in any other contractor of any size or type or any organization involved in or with the construction business where there is a potential conflict of interest. Company employees may not own (in whole or in part, directly or indirectly), manage, be a consultant to, or have any relationship with a contracting business doing residential, commercial, industrial, or institutional work.

**I Acknowledge I Have Read and Understand All the Above Terms and That I Agree With Them**

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



## EMPLOYMENT APPLICATION

### Authorization for Release of Information and Release from Liability

I acknowledge that a routine inquiry may be made which will provide applicable information concerning my character, general reputation, personal characteristics, and mode of living. I authorize you to verify any of the information given during the application process with appropriate individuals, companies, institutions, or agencies and I authorize them to release such information as you require, including my prior disciplinary employment records, criminal background, past employment, and education. I have a right to make a written request within reasonable period of time to receive additional detailed information about the nature and scope of any investigation report that is made. I release you and them from liability as a result of those inquiries and disclosures. A photocopy or other electronic reproduction of this authorization/release is binding and may be relied upon.

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Name (please print)

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Social Security Number

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Applicant's Signature

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Date



**EMPLOYMENT APPLICATION**

**PERSONAL INFORMATION:**

DATE:	SOCIAL SECURITY #:	
NAME:		
PRESENT ADDRESS:		
PERMANENT ADDRESS:		
PHONE #:		
Have you ever been fired from a prior job or asked to resign?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you legally eligible for employment in this country? (Proof of employment status will be required upon employment.)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever been convicted of or plead guilty to a felony or misdemeanor crime within the last 5 years? (A "yes" answer is not necessary grounds for rejection.)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have many days were you absent or late from work in the past 12 months?	_____	

**EMPLOYMENT DESIRED:**

POSITION:	DATE YOU CAN START:
SALARY DESIRED:	CURRENT EMPLOYER:
HAVE YOU APPLIED TO THIS COMPANY BEFORE:	

**EDUCATION:**

EDUCATION	NAME AND LOCATION OF SCHOOL	# OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
Grammar School				
High School				
College				
Trade, Business or Correspondence School				



## EMPLOYMENT APPLICATION

### EMPLOYMENT EXPERIENCE:

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		Dates Employed		Work Performed
		From	To	
Address				
		Telephone Number(s) of Reference(s)		
Job Title	Supervisor	Hourly Rate/Salary		
		Starting	Final	
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
		Telephone Number(s) of Reference(s)		
Job Title	Supervisor	Hourly Rate/Salary		
		Starting	Final	
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
		Telephone Number(s) of Reference(s)		
Job Title	Supervisor	Hourly Rate/Salary		
		Starting	Final	
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held. (You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status).

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