

Application for Employment



Date _____

Name _____

D& J Construction Company, Inc. does not discriminate on the basis of race, color, national origin, sex, religion, age handicap, veteran status, or any other criteria made unlawful under applicable state law. You are not required to give information responsive to any inquiries prohibited by law.

APPLICANT NOTE: This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. Please answer all appropriate questions completely and accurately. False or misleading statements during the interview, and on this form, are grounds for terminating the applicant process, or if discovered after employment, terminating employment. All qualified applicants will receive consideration without discrimination because of sex, marital status, race, age, creed, national origin, or the presence of disabilities. A felony conviction will not necessarily bar an applicant from employment. Affirmative action hiring may be requested by applicants. Additional testing of job related skills, and for the presence of drugs in your body may be required prior to employment. After an offer of employment, and prior to reporting to work, you could be required to submit to a medical review.

To be considered for employment, all applicants must fill out this form completely. This application will be given every consideration, but its receipt does not imply that the applicant will be employed by D&J Construction Company, Inc. This form becomes a part of your permanent employment record if you are hired. This application is only valid for 90 days.

PLEASE PRINT

Today's Date: _____

Name: _____ Are you 18 or older? _____

Permanent Home Address: _____

City/State/Zip: _____ How Long? _____

Residing at (If different from above): _____

City/State/Zip: _____ How Long? _____

Phone Number: () _____ Social Security Number: _____

Email address: _____

Can you supply documentation of your identity and authorization to work in the U.S.? _____

Previous Address (If at present address less than 1 year):

EDUCATION

High School: _____ City/State: _____

Did you graduate? Yes _____ No _____ Last Grade Completed: 8 9 10 11 12

If you have not graduated from high school, do you have a GED? Yes _____ No _____

If yes: No. of Test _____ Date of Test _____ Place Taken _____

College: _____ Major: _____

Did you graduate? Yes _____ No _____ Last Year Completed: 1 2 3 4

Technical/Vocational School: _____

Area of Study: _____

Did you graduate? Yes _____ No _____

Special Courses: _____

Are you attending school now? Yes _____ No _____

If yes, please explain: _____



EMPLOYMENT INFORMATION

How did you hear about this job? _____

Have you ever filed an application with D & J before? _____ If yes, give date: _____

Have you ever been employed with D & J before? _____ If yes, give date(s): _____

Are you currently employed? Yes _____ No _____

If yes, may we contact your employer? _____

Are you currently on "lay-off" status and subject to recall? _____

With what other companies do you have an application pending? _____

D & J's office is open from 8:00AM until 5:00PM, Monday through Friday. Field employees are required to work the hours necessitated by the particular project to which they are assigned at the time. These could be any hours, day or night.

	Yes	No
Are you available to work full time (40 hours)?	_____	_____
Are you available to work evenings?	_____	_____
Are you available to work weekends?	_____	_____
Will you work overtime if asked?	_____	_____
Are you able to meet the attendance requirements of the position?	_____	_____

If you answered no to any of the above, please explain in detail:

EMPLOYMENT HISTORY

From: ____/____/____ To: ____/____/____ Company: _____

Type of Work Performed: _____

Address: _____
Mailing City State Zip

Salary: \$ _____ per _____ Immediate Supervisor: _____

Telephone Number: () _____ Reason for Leaving: _____

From: ____/____/____ To: ____/____/____ Company: _____

Type of Work Performed: _____

Address: _____
Mailing City State Zip

Salary: \$ _____ per _____ Immediate Supervisor: _____

Telephone Number: () _____ Reason for Leaving: _____

From: ____/____/____ To: ____/____/____ Company: _____

Type of Work Performed: _____

Address: _____
Mailing City State Zip

Salary: \$ _____ per _____ Immediate Supervisor: _____

Telephone Number: () _____ Reason for Leaving: _____

Explain all periods of unemployment: _____

Have you ever been fired or forced to resign from a job? Yes _____ No _____

If yes, please explain: _____

Would any of your former employers say they terminated you? Yes _____ No _____

If yes, please explain: _____

What is the worst thing one of your former employers would say about you? _____

ALCOHOL/NARCOTICS

Do you ever consume alcohol during work hours? Yes _____ No _____

If you answered yes, please explain: _____

Do you currently use narcotics illegally? _____

Do you currently sell narcotics illegally? _____

CONVICTION HISTORY

Any convictions referenced on this application are not an absolute bar to employment, but will be considered only with respect to the specific requirements of the job for which you are applying.

What is the most serious charge you have ever been convicted of? _____

Give date: _____ Charge: _____ Disposition: _____

DRIVING/TRAFFIC

D & J Construction Company, Inc. has minimum driving standards. Depending on your position, a job offer and continued employment may be determined by such standards.

Do you have your own reliable transportation? Yes _____ No _____

Do you have a valid license? _____ Issuing State: _____ Number: _____ Expires: _____

Do you have a CDL License? _____ Are there any restrictions on your license? _____

If yes, please give details: _____

	Yes	No
Is there anything that would prevent you from driving a vehicle?	_____	_____
Have you been convicted of any moving violations the past three years?	_____	_____
Has your drivers license ever been revoked or suspended?	_____	_____
Have you ever been convicted for reckless driving?	_____	_____
Have you ever been convicted for driving under the influence of alcohol or drugs?	_____	_____
Has your auto insurance ever been canceled or declined for coverage?	_____	_____

If you answered yes to any of the above, please explain, giving dates and details:



It is understood, and agreed upon, that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my employment at any time, with or without cause, and without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary.

I give the Employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations, or organizations for furnishing such information.

I understand that I may be required to have a medical examination and/or drug and alcohol test after an offer of employment has been made and prior to the commencement of my employment duties. A favorable result on both of these (if required) would be a condition of my employment or commencement of any employment duties.

I understand that any convictions referenced in this Application for Employment are not an absolute bar to employment, but will be considered only with respect to the specific requirements of the job for which I am applying.

I understand that it is the policy of D&J to check the driving history and records (motor vehicle records, or "MVR") of all applicants for driving positions, or potential driving positions, prior to making an offer of employment. It is also the policy of the Company to check annually the MVR of each current employee holding a position that involves the driving of a Company vehicle. Applicants with deficient MVRs risk denial of employment. Current employees who exhibit poor driving records risk termination of employment or the reclassification to a position that does not involve driving a Company vehicle.

I understand that this is an Application for Employment and that no employment contract is being offered.

I understand that no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

This application is current for only 90 days. At the conclusion of this time, if I have not heard from the Employer, and I still wish to be considered for employment, it will be necessary to fill out a new application.

SIGNATURE OF APPLICANT

DATE FORM SIGNED



FOR COMPANY USE ONLY

Date application received: _____ Accepted by: _____

Interviewed by: Initials _____ Date _____ Initials _____ Date _____

Conditional offer of employment extended? By: _____ Date: _____

Drug test administered? _____

MVR requested and returned? _____

Employment offer extended? Amount: _____ By: _____ Date: _____

Employment Accepted? _____

D & J Handbook received? _____

90 day probationary policy explained? _____

Health insurance letter mailed? _____

START DATE: _____ RATE OF PAY: _____ FOREMAN: _____
