

# EMERY & SONS CONSTRUCTION

## EMPLOYMENT APPLICATION

Last Name	First Name	Initial	Date of Application
Street Address	City	State	Zip
Residence Telephone	Alternate Telephone	Expected Pay Rate	

**IMPORTANT:** Applicants with disabilities may request reasonable accommodation to complete this application, or to take any test required for the position for which the applicant has applied, by making a request at the time of application or testing.

**EQUAL EMPLOYMENT OPPORTUNITY.** It is our policy to seek and employ the best qualified employees and to provide equal opportunity for the advancement of employees and to administer all of our employment policies in a manner that will not discriminate against any person because of race, color, religion, age, sex, marital or veteran status, national origin, ancestry, disability, on-the-job injuries, sexual orientation, or any other legally protected status.

**Social Security No.** (If hired, you must have or obtain a Social Security number for payroll purposes.)

**Have you ever worked for us before?**

Yes  No

**Are you 18 years of age or older?**

Yes  No

**When are you available to work?** (We will attempt to reasonably accommodate employees who require certain hours or days off because of religious beliefs or practices.) – **Check shifts and days you can work.**

Days  Swing  Graveyard  Rotating

Mon  Tues  Wed  Thurs  Fri  Sat  Sun

**If you are hired, are you prepared to present evidence within three days of beginning work showing that you are legally authorized to work in the United States?**  Yes  No

**Position(s) Applied for:**

- 1.
- 2.

**RELATIVES/FRIENDS:** Qualified relatives/friends are eligible for employment except in unusual situations where we need to avoid possible conflicts of interest. **Do you have any relatives/friends (such as roommates) who currently work for us?**  Yes  No

If yes, state name(s): \_\_\_\_\_

**QUALIFICATIONS:** please list any education, training and/or specialized experience (such as schools; colleges; degrees; licenses; vocational, technical or military experience; hobbies, etc.) you feel would help you perform the work for which you are applying:

DEGREES, LICENSES, RELEVANT EDUCATION OR TRAINING WHERE DID YOU ACQUIRE IT? (name/address of school, program, military branch and specialty, etc.)

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**CRIMINAL RECORD:** (A criminal record is not an automatic bar to employment. Factors such as the nature and gravity of the crime, the length of time since the conviction and/or completion of any sentence, and the nature of the job for which you have applied will be considered. *Do not list any arrest, charge or detention that did not result in conviction or that has been judicially expunged, sealed, impounded or eradicated.*) **Have you ever been CONVICTED, PLED GUILTY or NO CONTEST, or FORFEITED BOND OR BAIL for any crime, whether classified as a felony, misdemeanor, or any other type of violation or offense?** (You do not need to list any *minor* traffic offenses or violations such as speeding, failure to yield, stop sign violations, etc.)  Yes  No

If yes, give details: \_\_\_\_\_

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**DRIVING POSITIONS:** (Answer *only* if driving is an essential function of the job.) **Do you have a valid driver's license?** Yes No **If yes, please list License No./State:** \_\_\_\_\_. **Have you ever been CONVICTED, pled GUILTY or NO CONTEST, or FORFEITED BOND OR BAIL for any traffic violations, offenses or citations, regardless of how they were classified or whether minor or major, in the past \_\_\_ years?**  Yes  No If yes, give details:

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**IN CASE OF EMERGENCY NOTIFY:** Name Address Telephone Number

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**EMPLOYMENT EXPERIENCE:** Please account for all periods of employment *by month/year*, including any self-employment and military service. (Attach another sheet if more space is needed.)

Present or Last Employer	Phone	Hire Date	Date Left	Starting Pay	Final Pay
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Address	Supervisor	Reason for Leaving
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Job Title/Job Duties

Previous Employer	Phone	Hire Date	Date Left	Starting Pay	Final Pay
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Address	Supervisor	Reason for Leaving
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Job Title/Job Duties

Previous Employer	Phone	Hire Date	Date Left	Starting Pay	Final Pay
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Address	Supervisor	Reason for Leaving
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Job Title/Job Duties

**Have you ever been terminated (or quit because you believed that you might be terminated or at an employer's request)?**  Yes  No

If yes, please identify employer and explain circumstances: \_\_\_\_\_

**VERIFICATION, AUTHORIZATION AND SIGNATURE:**

- I authorize the investigation of all matters which the Company deems relevant to my qualifications for employment, including all information given in this application and in any attachments, supporting documents or interviews. I authorize you to request and receive such information and I release from all liability any current or former employers, other entities (schools, etc.), or persons (such as current or former supervisors, coworkers, etc.), supplying it. I also release you from all liability which might result from making the investigation.
- I certify that all of the information given in this application and in any attachments, supporting documents or interviews is (or will be) true and complete to the best of my knowledge. I understand and agree that any falsification, misrepresentation or omission, as well as any misleading statements or omissions, generally will result in denial of employment, withdrawal of any offer of employment, or immediate termination, regardless of when and how discovered.
- I understand and agree that I may be required to submit to pre- or post-employment physical or other professional examinations, medical inquiries and/or urinalysis tests for the presence of drugs and/or alcohol. **IMPORTANT:** This means that with very few exceptions — for example, operations located in any states where it may not be lawful — an employee will be required to submit to testing in several different circumstances. *Ask to see copies of our applicant and employee alcohol and drug policies if you have any questions.* I agree to such examinations, inquiries and/or testing at the Company's expense. I authorize release of the results to the Company and their use to evaluate my suitability for employment. I also release the Company from all liability arising out of or connected with any examinations, inquiries and/or testing.
- I understand and agree that I may resign or be terminated, without cause or notice, at any time, unless otherwise stated in a written employment contract. I also understand and agree that Bill Martinak is the only person who will ever have the authority to agree to any other terms and/or to enter into such contracts, and that all such agreements for other terms of employment or contracts must also be signed by both parties. I also understand and agree that unless otherwise stated in a written employment contract, the Company may change, withdraw and interpret other policies (including wages, hours and working conditions) as it deems appropriate.
- This application will only be considered active for 45 days. I understand that if I have not been contacted by the Company within the 45 days and I still want to be considered for employment, I will need to reapply and complete a new employment application.
- I understand and agree that if I am hired the statements in these paragraphs will become a binding part of my employment relationship. I have read each of these statements. I have also reviewed all of the information provided in this application and in any attachments or supporting documents.

Yes  No

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

*Unsigned or incomplete applications will not be considered.*

