



## Application for Employment

PLEASE READ THIS APPLICATION THOROUGHLY AND COMPLETE IT HONESTLY. THIS EMPLOYER PERFORMS A DETAILED BACKGROUND INVESTIGATION ON ALL FINAL CANDIDATES.

**Important Notice:** Applicants should be extremely careful as they complete this application. This company utilizes a sophisticated and detailed background and pre-employment investigation process. This process frequently discloses inaccurate, false, and/or incomplete or omitted information. Should this process determine any inaccurate or incomplete information, it will cause you to be either disqualified for employment with this company as an applicant, or be grounds for termination if the inaccuracies are discovered subsequent to your employment with our firm. Accordingly, our company strongly suggests that you NOT complete this application until you have the requisite time and accurate information to do so.

This company is an equal opportunity employer and will not discriminate against any employee or applicant for employment in an unlawful manner. Employment is conditioned on the successful completion of the screening program. The information sought on this form is given voluntarily and may be used in filing reports required by state or federal governments. This company requires all individuals who are offered employment to submit to a drug and alcohol screening program, which may include hair, blood and/or urine samples. The results of such screening will be initially disclosed to decision-makers for Chatfield Construction and may be the basis for disqualifying any candidate for employment. Our company reserves the right to utilize this information in any way it deems necessary, such as but not limited to, unemployment hearings, civil cases, criminal cases, and other such similar administrative hearings. By completing this application for employment, the applicant authorizes this employer to conduct such screening for drug and/or alcohol use, and agrees to hold this employer harmless for any claims resulting from such screening.

Applicant name: \_\_\_\_\_ Date: \_\_\_\_\_  
List other names you use or have used, including maiden names, nicknames, stage names, married names.

\_\_\_\_\_  
Position(s) applied for or type of work desired: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
Type of employment desired: \_\_\_\_\_ full-time \_\_\_\_\_ part-time \_\_\_\_\_ temporary  
Date you will be available to start work: \_\_\_\_\_  
Driver's License # \_\_\_\_\_ Salary Requirements \_\_\_\_\_ / \_\_\_\_\_  
Are you able to meet the attendance requirements? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Do you have any objection to working overtime if necessary? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Can you work evenings and weekends? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Have you ever been previously employed by our organization? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If hired, can you show proof that you may legally work in the USA? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If you are under 18, can you furnish a work permit if it is required? \_\_\_\_\_ Yes \_\_\_\_\_ No

How were you referred to us? \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ / \_\_\_\_\_  
Name Relationship

( ) \_\_\_\_\_  
Home Phone Number Address

\_\_\_\_\_  
Work Phone Number/ext City State Zip



### General Information

Date available to start: \_\_\_\_\_ Full-time or Part-time? \_\_\_\_\_

Days and Hours            Sunday    Monday    Tuesday    Wednesday    Thursday    Friday    Saturday

Available                From: \_\_\_\_\_

to Work                 To: \_\_\_\_\_

What interested you in the Company?

What are your hobbies, special interests, and activities? (Please omit those indicating race, color, religion, sex, national origin, ancestry, age, or the existence of a disability.)

Have you ever been convicted of a crime other than a traffic violation?\*

(NOTE: Please exclude misdemeanor convictions for marijuana-related offenses more than two years old; convictions that have been sealed, expunged, or legally eradicated; and misdemeanor convictions for which probation was successfully completed or otherwise discharged and the case was judicially dismissed. A conviction is not an automatic bar to employment. Each case will be considered on its own merits.)

If Yes, please explain and state the charge, the court, the date of the conviction, and the disposition of the case: \_\_\_\_\_

\_\_\_\_\_

### Employment History

Please provide all employment information for the past seven years employment starting with the most recent. You may use another sheet if necessary.

Employer: \_\_\_\_\_ Position held: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Salary: \_\_\_\_\_

Job summary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Position held: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Salary: \_\_\_\_\_

Job summary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Position held: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Salary: \_\_\_\_\_

Job summary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_



### Other Skills and Qualifications

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

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### Educational History

List school name and location, number of years completed, course of study, and any degrees earned:

High school: \_\_\_\_\_

College: \_\_\_\_\_

Technical Training: \_\_\_\_\_

Other: \_\_\_\_\_

### References

List 3 people who can comment on your character and work habits, including telephone numbers, and years known (do not include relatives or employers):

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Except for the offense of possession of less than an ounce of marijuana for your personal use more than two years ago, have you ever been convicted of a crime? \_\_\_\_\_ Yes \_\_\_\_\_ No. If yes, please state the circumstances\* \_\_\_\_\_

Have you ever been convicted of the crime of possession of more than an ounce of marijuana for personal use within the past two years? \_\_\_\_\_ Yes \_\_\_\_\_ No. If yes, please state the circumstances.\* \_\_\_\_\_

Are you currently under arrest for any crime, other than the aforementioned crime of possession of less than one ounce of marijuana more than two years ago, which has yet to be adjudicated, pending trial? \_\_\_\_\_ Yes \_\_\_\_\_ No. If yes, please state the circumstances.\* \_\_\_\_\_

\*NOTE: Answering 'yes' to any of these questions may not necessarily disqualify you from the position desired. Each action and explanation will be weighted/considered in relationship to the position for which you are applying.

Please comment on why we should consider you for employment: \_\_\_\_\_

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I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information. I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application



does not constitute an agreement or contract for employment. Accordingly, either I, or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that persons need for a reasonable accommodation as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I also understand that I will be required to provide proof of a current clear DMV report if I am required to drive as a component of my job with Chatfield Construction. I hereby authorize Chatfield Construction to verify the validity of my driver's license at any time during my employment if I am required to drive in the course of my job with Chatfield Construction.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

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Applicant Signature

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Date