



# Application for Employment

THIS APPLICATION IS ACTIVE FOR 30 DAYS FROM SUBMISSION

Application Submission Date: \_\_\_\_\_ Applicant's Email: \_\_\_\_\_

## PERSONAL HISTORY

\_\_\_\_\_  
Name (as listed on social security card) Phone Number (include area code)

\_\_\_\_\_  
Present Address (street, city, state, zip)

Do you have the legal right to work in the United States?  Yes  No

Have you worked for this company before?  Yes  No      If yes, give dates: \_\_\_\_\_

## EDUCATION

Type of School	Name of School	Circle Last Year Completed				Degree
		1	2	3	4	
High School		1	2	3	4	
College		1	2	3	4	
Graduate		1	2	3	4	
Business or Trade School		1	2	3	4	

## DRIVING RECORD

Do you have a Drivers License?  Yes  No \_\_\_\_\_

License Number                      Type                      Expiration Date                      State Issued

## PERSONAL REFERENCES

\_\_\_\_\_  
1) Name Phone Years Known

\_\_\_\_\_  
Address (street, city, state, zip) Occupation

\_\_\_\_\_  
2) Name Phone Years Known

\_\_\_\_\_  
Address (street city, state, zip) Occupation

\_\_\_\_\_  
3) Name Phone Years Known

\_\_\_\_\_  
Address (street, city, state, zip) Occupation

**PAST EMPLOYMENT** *(List last employer first)*

Are you currently employed?  Yes  No If yes, may we contact your employer?  Yes  No

1. \_\_\_\_\_  
From (month/year) To (month/year)

\_\_\_\_\_  
Present/Last Employer

\_\_\_\_\_  
Address (street, city, state, zip)

\_\_\_\_\_  
Type of Business

\_\_\_\_\_  
Your Position

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Salary Received

\_\_\_\_\_  
Reason for Leaving

2. \_\_\_\_\_  
From (month/year) To (month/year)

\_\_\_\_\_  
Present/Last Employer

\_\_\_\_\_  
Address (street, city, zip)

\_\_\_\_\_  
Type of Business

\_\_\_\_\_  
Your Position

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Salary Received

\_\_\_\_\_  
Reason for Leaving

3. \_\_\_\_\_  
From (month/year) To (month/year)

\_\_\_\_\_  
Present/Last Employer

\_\_\_\_\_  
Address (street, city, zip)

\_\_\_\_\_  
Type of Business

\_\_\_\_\_  
Your Position

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Salary Received

\_\_\_\_\_  
Reason for Leaving

**MILITARY SERVICE**

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Induction Date	Date of Discharge	Branch	Grade/Rank	Nature of Duty or Training
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**CAPABILITIES AND EXPERIENCE**

Number of years' experience in Construction Industry? \_\_\_\_\_

Indicate by (x) in the square below the areas of your capabilities and experience "T" – Training "E" – Experience

HEAVY CONSTRUCTION	T	E
Highways		
Railroad		
Earth Moving		
Curb & Gutter		
Concrete		
Bridges		

EXCAVATION	T	E
Dirt		
Rock		
Grading		
Basework		
Dewatering		
Blasting		

UTILITIES	T	E
Water Lines		
Sewer Lines		
Storm Drain		
Force Main Lines		
Dewatering		
Gas Lines		

Additional Remarks (Feel free to give any additional information that might help us evaluate your application.)

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**GENERAL INFORMATION**

Are you at least 18 years old? .....  Yes  No

*Note: If under 18, hire is subject to verification that you are of minimum legal age.*

If hired, can you present evidence of your identity and legal right to work in this country?.....  Yes  No

a. Upon hire, can you produce documentation verifying legal status to work in the U.S.?  Yes  No

Are you able to perform the essential job functions of the job for which you are applying with or without reasonable accommodation? .....  Yes  No

*Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for qualified applicants/employees to perform essential job functions.*

Have you taken any illegal drugs in the past thirty (30) days? .....  Yes  No

Have you ever been convicted, pled guilty or no contest to a crim in the last seven (7) years? .....  Yes  No

a. If yes, explain and give dates: \_\_\_\_\_

Note: Conviction of a crime will not automatically disqualify you from employment.

Do you have any commitments to another employer, or otherwise, that might affect your employment with CIC?

Yes  No If yes, please specify: \_\_\_\_\_

## **APPLICANT STATEMENT AND AGREEMENT**

*Please read and initial each paragraph below. If there is anything that you do not understand, please ask.*

\_\_\_\_\_ I hereby authorize the Company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and I further authorize the prior employers and references I have listed to disclose to the Company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ In the event of my employment with the Company, I understand that I am required to comply with all work rules and regulations of the Company.

\_\_\_\_\_ If hired, I understand and agree that my employment with the Company is at-will, and that neither I, nor the Company is required to continue the employment relationship for any specific term. I further understand that the Company or I may terminate the employment relationship at any time, with or without cause, and with or without notice. I understand that the at-will status of my employment cannot be amended, modified, or altered in any way by any oral medications.

\_\_\_\_\_ I understand that the safety of employees is extremely important to the Company and that the Company is committed to ensuring a safe working environment. I understand that I, and every employee, have a responsibility to prevent accidents and injuries by observing all safety procedures and guidelines and following the directions of my site supervisor.

\_\_\_\_\_ I understand and agree to comply with federal, state and local regulations related to on-the-job safety and health. Newly hired employees have a 90-day introductory period at the Company and an employee may be released for unsatisfactory performance during this period.

\_\_\_\_\_ I hereby certify that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I understand that if I am selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 Form in this regard.

\_\_\_\_\_ I understand that the Company is committed to a drug free workplace and I am aware that the Company will require a drug test as part of the hiring process, and that if employed, the company will require additional drug testing in compliance with its drug free workplace policy (including random testing).

\_\_\_\_\_ I understand that newly hired employees have a 90-day introductory period at the Company and that an employee may be released for unsatisfactory performance during this period.

**MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND AND AGREE TO ALL OF THE ABOVE TERMS. MY APPLICATION WILL REMAIN ON FILE FOR THIRTY (30) DAYS FOR CONSIDERATION, AND THEREAFTER IT WILL BE NECESSARY FOR ME TO COMPLETE A NEW APPLICATION.**

**Signature:** \_\_\_\_\_ **Name(print):** \_\_\_\_\_ **Date:** \_\_\_\_\_