

San Marino Excavating, Inc.

Application for employment

Failure to complete this application in it's entirety may result in the rejection of your application. We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodations to the application and/ or interview process should notify a representative of the organization.

Application Date: _____

Date Available to Begin Work: _____

Personal Information

Name: _____ Social Security #: _____
Last First Middle

Present Address: _____
Street Address City State Zip

Length of Time at Address: _____ Cell Phone #: _____

Alternate Phone #: _____ Email: _____

Employment Desired

Position Applying for: _____ Salary Desired: __\$_____

Availability: No pref. ____ Mon ____ Tues ____ Wed ____ Thurs ____ Fri ____ Sat ____

Hours per Week Desired: _____ Nighttime availability: _____

Work Sought: Full Time ____ Part time ____ Seasonal ____ Other ____

Legalities

Are you legally eligible for employment in the U.S ? Yes ____ No ____

Are you 18 years or older? Yes ____ No ____ if you are under 18, please list age ____

If you are related to anyone in our company, state name and relationship: _____

Have you ever been convicted of a crime? Yes ____ No ____ (a conviction will not automatically bar employment.)

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed sentence (s) imposed, and type(s) of rehabilitation below:

Are there any felony charges presently pending against you? Yes ____ No ____

If yes, please explain: _____

Did you complete this application yourself? Yes ____ No ____ If not, who did, _____

Education

Education	Name of school	Location	No. of years completed	Degree Earned
High School				
College/University				
Vocational/ Trade/ Graduate school				

General

Do you have any special training, skills, qualifications, licenses, certifications or other experiences that relate to the position applied for? If yes, please explain below: _____

Are you able to meet attendance requirements?

Yes___ No___

Do you have an objection to working overtime if necessary?

Yes___ No___

Have you ever previously employed by our organization?

Yes___ No___

Can you submit proof of legal employment authorization and identity?

Yes___ No___

If you are under 18, can you furnish a work permit?

Yes___ No___

How were you referred to us? _____

References

Please list three references that we may contact, who are not relatives or previous employers.

Name	Phone Number	Occupation	Years known/ Relationship

Employment History

Please give an accurate, complete, Full-time and part time employment record, starting with your most recent employer. **This section is to be completed fully, even if a resume is attached. Please print all information. Please verify whether we may contact each employer.**

Company	Supervisor :	Phone number:	Employed from:	Employed To:
			:	
Company Address(Including city/state/Zip)		Ending Salary:	May we contact this employer:	
			Yes___ No___	
Position Held:	Responsibilities	Reason for Leaving		

Employment History Continued

Company	Supervisor :	Phone number:	Employed from:	Employed To:
			:	
Company Address(Including city/state/Zip)		Ending Salary:	May we contact this employer:	
			Yes _____ No _____	
Position Held:	Responsibilities	Reason for Leaving		

Company	Supervisor :	Phone number:	Employed from:	Employed To:
Company Address(Including City/State/Zip)		Ending Salary:	May we contact this employer:	
			Yes _____ No _____	
Position Held:	Responsibilities	Reason for Leaving		

Employment Agreement

*** Note: Please read carefully before signing**

I hereby certify that I am not currently engaged in illegal use of drugs. I understand that if I'm hired by San Marino Excavating, Inc. I may be required to take a pre-employment drug test or random drug test during employment, for the illegal use of drugs which may include the collection of urine samples. I agree that the results of this test may be submitted to San Marino Excavating, Inc. or its authorized representative, and I expressly release the collection agency and the testing laboratory from any and all liability for performing the requested test, and for communicating results to San Marino Excavating, Inc. I understand that if the results of any pre-employment drug test are positive, it will cause for rejection of my application or if I am hired, my employment with San Marino Excavating, Inc. may be immediately terminated. I also understand that San Marino Excavating, Inc. may require a pre-employment background screening; I agree to the same terms above for the background screening.

I certify that all answers and information given by me in this application are true and correct. I understand that San Marino Excavating, Inc. Has the right to refuse to hire or immediately discharge me, at any time, if it discovers I have provided untrue or misleading answers or information in this application or any other documents submitted during the time of employment.

I authorize San Marino excavating, Inc. to use any of my information in its possession concerning me for any purpose it deems appropriate, including information to a third party, future employers, prospective future employers without notification to me of such disclosure, and I release San Marino Excavating, Inc. from any liability in connection with such use or disclosure.

If I am hired by San Marino Excavating, Inc. , I understand and agree that I will be bound by the rules, regulations, policies, procedures and other terms and conditions of employment with San Marino Excavating, Inc., as they are from time-to-time changed with or without notice.

If I am hired by San Marino Excavating, Inc., I understand that I have the right to terminate my employment at any time, with or without notice. I further understand that, except as a forth in any collective bargaining agreement, San Marino Excavating, Inc. can terminate the employment relationship at any time for any lawful reason, with or without cause, with or without notice. This Employment relationship exist regardless of any other written statements or policies or any other San Marino Excavating, Inc. Documents or any verbal statements to the contrary

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 and organizations for providing such information.

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

I also understand that if I'm employed, I will required to provide a 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 represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Signature: _____

Date: _____