



APPLICATION FOR EMPLOYMENT

PLEASE PRINT

Applicant Information

Name: _____
 Address: _____
 City/State: _____ Zip Code: _____
 Telephone: () _____ Cell Phone: () _____
 Do you have a valid driver's license?* _____ State/License #: _____
 Have you ever applied to, or worked here before? _____ If yes, when? _____
 Do you have any friends or relatives working here? _____

General Information About Employment Desired

Are you available for work on weekends? _____ Are you available to work holidays? _____
 Hours you are available to work: _____ Are you available to work nights? * _____
 If hired, on what date could you start work? _____
 Are you able to travel on company business? * _____
 Hourly rate of pay or monthly salary desired: _____
 Type of employment desired: ___ Full-time ___ Part-time ___ Temporary ___ Seasonal
 Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accomodation)? Yes _____ No _____
 Do you have any health conditions or prior injuries that would affect your ability to lift objects in excess of 50 pounds or to work on ladders/scaffolds? _____ If so, please describe:

Education and Training (include on-the-job training such as aerial lifts, forklifts, first aid, etc):

	<u>School/Location</u>	<u>Course of Study</u>	<u>Number of Years Attended</u>	<u>Diploma/Certificate</u>
High School				
College				
Trade School				
College/ University				
Seminars/ Other				
Other:				

Special Skills

Do you have skills, experience, training and/or other qualifications that you feel make you especially suited for work here? Yes ___ No ___ If so, explain in detail below:

Professional Society Memberships: _____

Licenses (list states): _____

Do you speak, write or understand any foreign languages? Yes ___ No ___

If yes, which languages _____

Have you worked or attended school under any other name? Yes ___ No ___

If yes, give names:

List three references (do not include relatives):

Name

Address

Phone

Employment History:

List all previous employers starting with your present or most recent position below (last 10 years is sufficient).

Name of Company: _____

Name of Supervisor: _____

Address: _____

Street

City

State

Zip Code

Telephone Number: (____) _____

Position and Duties: _____

Dates of Employment: _____

Starting Rate of Pay: _____ Ending Rate of Pay: _____

Skill:	No Experience:	Some Experience:	Extensive Experience:	Comments:
Supervision				
Survey/stakeout/building layout				
Equipment operation- list type				
Concrete Slabs				
Concrete footings & foundations				
Concrete finishing				
Welding work				
Rough carpentry				
Layout walls				
Finish carpentry (trimwork)				
Cabinet/countertop hanging				
Asphalt shingling				
Metal Roofing				
Metal/vinyl soffit/fascia				
Metal/vinyl/Hardiboard siding				
Hang metal or wood doors				
Install door frames (wood/metal?)				
Mount windows				
Steel stud framing				
Dryall finishing				
Acoustical ceiling work				
HVAC work				
Electrical				
Other Skills? - please list				
Overall:				
Steel Building erection				
Residential Construction				
Commercial Construction				

Please Read and Initial Each Paragraph Below (if there is any part of this page you do not understand, please ask the interviewer about it before signing).

Initial each Paragraph:	<p>I hereby authorize Kirk Commercial Construction to thoroughly investigate my references, work records, education and other matters related to my suitability for employment and, further, authorize my current and former employers to disclose to Kirk Commercial Construction, my current and 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.</p>
	<p>I understand that if offered employment, the offer is contingent on my passing pre-employment alcohol and drug screen. By signing this application, I voluntarily agree to submit to a pre-employment alcohol/drug screen upon request. I understand that failure to pass the alcohol/drug screen, I will be subject to disciplinary procedures of the company.</p>
	<p>If hired, I also agree to submit to alcohol or drug testing as a condition of continued employment. I agree that Kirk Commercial Construction may conduct alcohol or drug screening at its sole discretion with or without notice. I also understand that should I refuse to submit to an alcohol/drug screen, I will be subject to disciplinary procedures of the company.</p>
	<p>I understand that nothing contained in the application or conveyed to me during any interview which may be granted is intended to create an employment contract, implied or explicit, between me and Kirk Commercial Construction. In addition, I understand and agree that if I am employed, my employment relationship with Kirk Commercial Construction is strictly voluntary and at our mutual will. I understand that if employed, my employment is for no definite period and may be terminated at any time, with or without prior notice, with or without cause or reason, at the option of either myself or Kirk Commercial Construction, and that no promises or representations contrary to the foregoing are binding on Kirk Commercial Construction unless made in writing and signed jointly by Kirk Commercial Construction and myself.</p>
	<p>I understand and agree that any future changes in my title, duties, compensation, working conditions, and/or Kirk Commercial Construction benefits, policies and procedures will not alter our at-will and arbitration agreements.</p>
	<p>I understand that offered employment, I will, as a condition of employment, be required to submit proof of my identity and legal right to work in the United States on my first day of employment. This information will be checked using E-verify.</p>
	<p>If the position applied for requires driving in the course of work, I understand that I will be required to possess a current and valid driver's license and understand that I will be required to provide a copy of my official driving record and proof of insurance. I authorize Kirk Commercial Construction to check my driving record and perform a criminal background check with the appropriate agencies. I also understand that any offer of employment is contingent on my ability to be covered by auto insurance, if required for my position.</p>
	<p>I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and 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 on this application or on any documents 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.</p>

My signature below certifies that I have read and understand this complete page, and agree to the terms and conditions outlined in this document.

Applicant's Signature

Date