

PACIFIC STAR EXCAVATING, INC. APPLICATION FOR EMPLOYEMENT

Rev. 04/10

Instructions: Complete Section One and attach resume and/or complete remainder of application. You must print or type this application neatly and clearly, and it must be signed in order to be considered. You may submit your application by mail to **PO Box 508 Brush Prairie, WA 98606** or email it to info@pacificstarexcavating.com. **We will not resend or forward returned correspondence.**

Section 1 - Required Information.

NAME (last, First MI)		Date of Birth (Month-Day-Year)
Current home address (Full address)		
Current mailing address (If different than above)		
Home phone number	Work phone number	Social Security Number
Have you ever been convicted of or plead no contest to any felony?		[] YES [] NO
Have you ever been convicted of or plead no contest to any drug related crime?		[] YES [] NO
Are you a U.S. citizen or currently authorized to work in the United States on a full time basis? [] YES [] NO		
Do you possess a valid Washington driver's license? [] YES [] NO		CDL? [] YES [] NO
Please answer the below questions. If any of the questions do not apply, please indicate with 'DNA' (Does Not Apply)		
Name and location of High School attended		Did you graduate? [] YES [] NO
Name and location of college/university attended		Did you graduate? [] YES [] NO
Name and location of vocational school attended		Did you graduate? [] YES [] NO
List any professional or trade licenses you possess		

Section 2 - Employment History.

Beginning with your most recent employer, list all work experience, paid or unpaid, through the last 10 years. Count each promotion as a separate job. This section must be filled out completely.

Employer name		Employer phone number	
Employer address			May we contact this employer? [] YES [] NO
Employer mailing address			
Job title	DATE EMPLOYED MONTH & YEAR	DATE LEFT EMPLOYMENT MONTH & YEAR	Reason for leaving
Duties / responsibilities			
Name and phone number of supervisor			

Section 2 - Continued.

Employer name		Employer phone number	
Employer address			May we contact this employer? [] YES [] NO
Employer mailing address			
Job title	<u>DATE EMPLOYED MONTH & YEAR</u>	<u>DATE LEFT EMPLOYMENT MONTH & YEAR</u>	Reason for leaving
Duties / responsibilities			
Name and phone number of supervisor			

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Job title	<u>DATE EMPLOYED MONTH & YEAR</u>	<u>DATE LEFT EMPLOYMENT MONTH & YEAR</u>	Reason for leaving
Duties / responsibilities			
Name and phone number of supervisor			

Please attach additional pages of employment history as necessary using the above format.

Section 3 - Reference Statement.

Please list three personal references with current addresses and phone numbers:
These references must not be immediate family members or former employers or supervisors.

Full name (Last, First, MI)		Current address		
Home phone	Work phone	Years known	Relationship	May we contact this person? [] Yes [] No
Full name (Last, First, MI)		Current address		
Home phone	Work phone	Years known	Relationship	May we contact this person? [] Yes [] No
Full name (Last, First, MI)		Current address		
Home phone	Work phone	Years known	Relationship	May we contact this person? [] Yes [] No

Please list three former or current co-workers or supervisors who would be willing to give us a personal reference:

Full name (Last, First, MI)		Current address		
Home phone	Work phone	Years known	Relationship	May we contact this person? [] Yes [] No
Full name (Last, First, MI)		Current address		
Home phone	Work phone	Years known	Relationship	May we contact this person? [] Yes [] No
Full name (Last, First, MI)		Current address		
Home phone	Work phone	Years known	Relationship	May we contact this person? [] Yes [] No

Section 4 - Certification by Applicant.

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING APPLICATION:

Pacific Star Excavating, Inc. is an equal opportunity employer and does not discriminate on the basis of gender, age, race color, religion, martial status, national origin disability or veteran status. Pacific Star Excavating, Inc. is a drug free work place.

I understand that if selected, I will be required to provide proof of my identity and my legal right to work in the United States prior to actual employment with Pacific Star Excavating, Inc.

I authorize all previous employers and supervisors, including all persons with and for whom I have worked to give Pacific Star Excavating, Inc. representatives any and all information regarding me and my previous employment.

I release Pacific Star Excavating, Inc. and all previous employers and supervisors from liability and damages that may result from furnishing information to Pacific Star Excavating, Inc.

In consideration of employment, I agree to conform to the instructions, rules and policies of Pacific Star Excavating, Inc. I also give consent to pre-employment drug and alcohol testing which is prior to a final offer of employment at Pacific Star Excavating, Inc. I also understand that any false or misleading information given in this application or during any pre-employment interview may result in my discharge.

Signature

Date

OFFICE USE ONLY Date received:	
Date finalized:	

