



Job Application

Ward Construction, Inc.
75805 State Highway 28
Graceville, MN 56240

Ward Construction, Inc. is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, s/he should contact a company representative.

Applicant Information

Name	
Your address	
Telephone Number:	
Email Address:	
Date of Application:	

Employment Position

Positions applying for: Carpenter

How did you hear about this position? _____

What hours, shifts, or days of the week are you available? _____

On what date could you start, if hired? _____

Do you have reliable transportation to and from work? _____

Wage desired: _____

Would you be willing to work overtime? _____

Would you be willing to work occasional weekends? _____

Other circumstances I should know about: _____

What questions do you have for Ward Construction, Inc? _____

Personal Information

Are you 18 years of age or older? Yes No

Are you a US citizen or approved to work in the US? Yes No

Can you provide documents as proof of citizenship or legal status? Yes No

Do you have any condition which would require job accommodations? Yes No

If yes, please describe: _____

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes No

If yes, please state the nature of the crimes when and where convicted and disposition of the case.

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstance and the relevance of the offense to the positions applied for may, however, be considered.)

Job Skills/ Qualifications

Please list below the skills and qualifications you possess for the position for which you are applying:

(Note: Ward Construction, Inc. complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/ employees to perform essential functions.)

Education and Training

High School

Name	Location (City, State)	Year Graduated	Degree Earned

Vocational/ Specialized Training

Name	Location (City, State)	Year Graduated	Degree Earned

College/ University

Name	Location (City, State)	Year Graduated	Degree Earned

Military

Branch	Highest Military Rank	Years of Service	Are you currently serving?

What military skills do you possess that would be an asset for this position?

Previous Employment

Employer name:	
Job Title:	
Supervisor name:	
Employer address:	
Employer telephone:	
Dates employed:	
Reason for leaving:	

Employer name:	
Job Title:	
Supervisor name:	
Employer address:	
Employer telephone:	
Dates employed:	
Reason for leaving:	

Employer name:	
Job Title:	
Supervisor name:	
Employer address:	
Employer telephone:	
Dates employed:	
Reason for leaving:	

References

Please provide two personal and professional references below:

References	Contact Info

At- Will Employment

The relationship between you and Ward Construction, Inc. is referred to as “employment at will”. This means that your employment can be terminated at any time, for any reason, with or without cause, with or without notice, by you or Ward Construction, Inc.

No representative of Ward Construction, Inc. has authority to enter into any agreement contrary to the foregoing “employment at will” relationship. You understand that your employment is “at will” and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and Jay Ward.

Jay Ward, owner of WCI will contact you within 7 business days regarding your job application.

Jay Ward, owner
320.760.6256

Applicant Signature: _____ Date: ____/____/____