



# El Camino Construction & Engineering

## EMPLOYMENT APPLICATION

**El Camino Construction & Engineering** does not unlawfully discriminate on the basis of race, color, creed, religion, gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), national origin, ancestry, age, physical or mental disability, medical condition including genetic characteristics, or any information based on genetic background, family-care status, military and veteran status, citizenship status, immigration status, primary language, marital status, or sexual orientation, gender identity, or gender expression where a person's gender-related appearance and behavior may not be stereotypically associated with the person's assigned sex at birth, or any other consideration made unlawful by federal, state, or local laws. This prohibition also includes a perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. Additionally, the Company does not discriminate against any employee who is an officer, warrant officer, or enlisted member of the military or naval forces of the state or of the United States because of that membership. **El Camino Construction & Engineering** also makes reasonable accommodations for disabled employees and employees with sincerely held religious beliefs. All employment at **El Camino Construction & Engineering** is "at will", meaning that future employment between you and **El Camino Construction & Engineering** can be terminated at any time, with or without advance notice, and with or without cause.

Revised 02/04/2019

*The information requested below is necessary for the specific position for which you are applying.*

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE

APPLICATION FOR EMPLOYMENT

PLEASE COMPLETE PAGES 1-4.

DATE \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Present address \_\_\_\_\_  
Number Street City State Zip

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Cell: \_\_\_\_\_

Days/hours available to work:

No Pref: \_\_\_\_\_ Thur: \_\_\_\_\_

Mon: \_\_\_\_\_ Fri: \_\_\_\_\_

Tues: \_\_\_\_\_ Sat: \_\_\_\_\_

Wed: \_\_\_\_\_ Sun: \_\_\_\_\_

Position Applied for (1) \_\_\_\_\_

And salary desired (2) \_\_\_\_\_

(Be specific)

How many hours can you work weekly? \_\_\_\_\_

Can you work nights? \_\_\_\_\_

I acknowledge that I may be required to work overtime as assigned

Employment desired  FULL-TIME ONLY  PART-TIME ONLY  FULL- OR PART-TIME

When are you available to start work? \_\_\_\_\_

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	DID YOU GRADUATE?	MAJOR & DEGREE
High School			<input type="checkbox"/> YES <input type="checkbox"/> NO (If No, # of Years Completed _____)	
College			<input type="checkbox"/> YES <input type="checkbox"/> NO (If No, # of Years Completed _____)	
Bus. or Trade School			<input type="checkbox"/> YES <input type="checkbox"/> NO (If No, # of Years Completed _____)	
Other			<input type="checkbox"/> YES <input type="checkbox"/> NO (If No, # of Years Completed _____)	

HAVE YOU EVER WORKED OR ATTENDED SCHOOL UNDER A DIFFERENT NAME?  Yes  No

If yes, please provide that name: \_\_\_\_\_

ARE YOU UNDER 18 YEARS OLD?  Yes  No

If yes, please attach a copy of your work permit.

IF YOU WERE OFFERED A POSITION, DO YOU HAVE THE LEGAL RIGHT TO WORK IN THE UNITED STATES?

Yes  No

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**APPLICATION FOR EMPLOYMENT**

**WORK EXPERIENCE:** Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

<b>Name of Employer:</b> <b>Address:</b> <b>City, State, Zip Code:</b> <b>Phone Number:</b> <b>May we contact this employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Name and Phone # of Last Supervisor</b>	<b>Employment Dates</b>
	<b>Name:</b> <b>Phone Number:</b>	<b>From:</b> <b>To:</b>
	<b>Your last job title:</b>	
<b>Reason for leaving (be specific):</b>		
<b>List job duties, skills used or learned, advancements or promotions while you worked at this company:</b>		

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	<b>Name:</b> <b>Phone Number:</b>	<b>From:</b> <b>To:</b>
	<b>Your last job title:</b>	
<b>Reason for leaving (be specific):</b>		
<b>List job duties, skills used or learned, advancements or promotions while you worked at this company:</b>		

<b>Name of Employer:</b> <b>Address:</b> <b>City, State, Zip Code:</b> <b>Phone Number:</b> <b>May we contact this employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Name and Phone # of Last Supervisor</b>	<b>Employment Dates</b>
	<b>Name:</b> <b>Phone Number:</b>	<b>From:</b> <b>To:</b>
	<b>Your last job title:</b>	
<b>Reason for leaving (be specific):</b>		
<b>List job duties, skills used or learned, advancements or promotions while you worked at this company:</b>		

If applicable, please refer to the attached job description for the position for which you are applying. Are you able to perform all these tasks with or without reasonable accommodation?  Yes  No

Please describe which tasks, if any, you will need accommodation to perform, and explain what type of accommodation you will need below:

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**APPLICATION FOR EMPLOYMENT**

Do you have a reliable means of transportation to work?  Yes  No

FOR JOBS WHERE DRIVING IS A REQUIREMENT, you will be required to provide a valid driver's license and proof of automobile insurance.

Will you be able to provide both?  Yes  No

Please list at least three individuals qualified to give an opinion of your professional work ability and work experience. Two out of three should be previous supervisors.

Name	Relationship	Employer	Phone Number

Did you complete this application yourself  Yes  No If not, who did? \_\_\_\_\_

**PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING**

Note: It is the practice of <El Camino Construction & Engineering> to maintain a safe, and efficient working environment. As part of this practice, we conduct post offer physicals and drug testing. In addition, if hired, you must furnish proof of your authorization to work in the United States as specified under applicable U.S. Immigration Laws. One of these documents must be photo identification. If you are employed by El Camino Construction & Engineering you understand and agree that your employment is on an "at will" basis and may be terminated with or without cause, with or without notice at any time, at the option of either <El Camino Construction & Engineering> or yourself. You understand that as a condition of employment all applicants will be asked to sign a confidentiality, non-disclosure agreement. Failure to sign or abide by such agreements may result in dismissal.

- \_\_\_\_ Initial (1) I certify that the answers I have given to the foregoing questions and statements are true and correct, under penalty of perjury of the laws of my state and federal law, and I authorize El Camino Construction & Engineering to verify them.
- \_\_\_\_ Initial (2) If I obtain employment resulting from this application, I agree to comply with all orders, rules, and regulations of the Company.
- \_\_\_\_ Initial (3) I authorize El Camino Construction & Engineering to conduct reference checks from my former employers and authorize all educational institutions to give transcripts of my records and grades. I release them and their organizations from all liability for any damage whatsoever for issuing same.
- \_\_\_\_ Initial (4) If hired, a copy of my most recent payroll check stub and evidence of my highest education degree may be required prior to start date.
- \_\_\_\_ Initial (5) If upon investigation, anything in this application is found to be untrue, I understand that I will be subject to dismissal at any time during the period of my employment.

I have read, acknowledge, understand, and agree to the above.

SIGN AND DATE HERE: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**AFFIRMATIVE ACTION RECORD KEEPING**

**NOTE: This form is only included for companies who complete annual EEO-1 Reporting**

**Any information you provide on this page is purely voluntary;** such information will be kept confidential, refusal to provide this information will not subject you to any adverse treatment, and any such information you provide will be used only in accordance with federal and state law and application regulations. This page will be detached and remain separate from your employment application.

**PLEASE PRINT:**

NAME	DATE
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POSITION APPLIED FOR: \_\_\_\_\_

GENDER:    Male     Female

**ETHNIC CATEGORY (check one):**

- WHITE**  
(Not of Hispanic origin): A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- BLACK OR AFRICAN AMERICAN**  
(Not of Hispanic origin): A person having origins in any of the black racial groups of Africa.
- HISPANIC OR LATINO**  
A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- ASIAN**  
(Not of Hispanic origin): A person having origins of the Far East, Southeast Asia or the Indian Subcontinent. This area includes, for example, China, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam. Also, a person from the Indian subcontinent, including peoples with national origins from Bangladesh, Bhutan, India, Nepal, Pakistan, Sukkim, and Sri Lanka.
- NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER**  
(Not of Hispanic origin): A person having in any of the peoples of the Hawaiian Islands, the Pacific Islands, Guam or Somoa.
- AMERICAN INDIAN OR ALASKA NATIVE**  
(Not of Hispanic origin): A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- TWO OR MORE RACES**  
All persons having origins from any two of the above ethnic categories.  
Identify: Ethnic category 1) \_\_\_\_\_  
          Ethnic category 2) \_\_\_\_\_

**DISABLED/DISABLED VETERAN/VIETNAM VETERAN**

Identify yourself, if appropriate, as an individual with a disability, a disabled veteran or a Vietnam era veteran to enable us to have accurate data under our Affirmative Action Plan.

- SPECIAL DISABLED VETERAN**  
A veteran of the U.S. military, ground naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Veterans Administration for disability (A) rated at 30% or more, or (B) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 38 U.S.C. 3106 to have serious employment handicap or (ii) a person who was discharged or released from active duty because of a service-connected disability.
- VETERAN OF THE VIETNAM-ERA**  
A veteran who served on active duty in the U.S. military, ground, naval or air service for a period of more than 180 days, and who was discharged or released from with other than a dishonorable discharge, if any part of such active duty was performed: (A) in the Republic of Vietnam between February 28, 1961 and May 7, 1975 or (B) between August 5, 1964 and May 7, 1975, in any other location.
- RECENTLY SEPERATED VETERANS**  
A veteran who served on active duty in the U.S. military, ground, naval or air service during the one-year period Beginning on the date of such veteran's discharge or release from active duty.
- OTHER PROTECTED VETERANS**  
A veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.