



El Camino Construction & Engineering

EMPLOYMENT APPLICATION

El Camino Construction & Engineering is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, gender, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. Our non-discrimination policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. **El Camino Construction & Engineering** makes hiring decisions based solely on qualifications, merit, and business needs at the time.

Additionally, **El Camino Construction & Engineering** also makes reasonable accommodations for disabled employees and employees with sincerely held religious beliefs. Finally, **El Camino Construction & Engineering** prohibits the harassment of any individual on any of the basis listed above.

Revised 01/01/2023

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 ARE 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.

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

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

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

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, upon a conditional offer of employment, we conduct **drug testing, post offer physicals, background and/or reference checks**. 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, 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.
- Initial (6) I understand that, in connection with my application for employment or during my employment if I am employed, **El Camino Construction & Engineering** may obtain background check information either from publicly available records or through an investigative consumer reporting agency. If information is received through publicly available records (*pursuant to California Civil Code section 1786.53*):
 - I waive the right to receive a copy of any public record that the Company may obtain about me.
 - I do not waive the right to receive a copy of any public record that the Company may obtain about me.

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 Non-Binary

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.