



**KOY CONCRETE, LTD.
APPLICANT INSTRUCTIONS**

Thank you for your interest in employment with our Company. We appreciate your application and look forward to the possibility of you joining our team. This sheet is for your information; please read it carefully.

If you need any assistance or accommodation to complete this form or during any of the application process, please notify the person who gave you this form and every effort will be made to provide you with the help you request.

Please print all information so it can be easily read. Be certain that all questions are **completely** answered. Incomplete applications will not be considered. Use the abbreviation "N/A" if a particular provision or section in the form is not applicable to you.

This application form is intended for use in evaluating your qualifications for employment. This is not a contract for employment. False or misleading information given in this form or during the interviewing process are grounds for terminating the application process or, if discovered after employment, for terminating employment. A background check and/or consumer report may be requested by the Company.

Employment decisions are made solely on the basis of qualifications to perform the work for which you are applying. Qualifications include education, training, and work experience. Credentials and experience will be verified through schools, former employers, and any other applicable sources. As an Equal Opportunity Employer, we make decisions to hire and promote without regard to race, color, age, religion, sex, national origin or ancestry, disability or physical condition, parental status, sexual orientation, gender identity, marital status, level of income, or other legally protected status.

You should understand that the position for which you are applying is considered at-will, which means that either you or the company can terminate employment for any reason or no reason at any time. No one except the company president has the authority to amend this agreement.

Our business is a subscriber to Workers' Compensation of Texas.

We appreciate your interest.

I have read and understood the above information.

Applicant Printed Name

Signature

Date

WE ARE AN EQUAL OPPORTUNITY EMPLOYER



APPLICATION FOR EMPLOYMENT

(Please Print)

Date: _____

Position Desired: _____ Desired Salary: _____

Name (Last): _____ (First): _____ (Middle): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Email: _____

Have you ever worked for **Koy Concrete, Ltd.**? Yes No

If so, when? _____

How did you learn about us?

Advertisement Friend Walk-In Relative Other: _____

Please list the names of any relatives or friends employed by **Koy Concrete, Ltd.** _____

Are you over 18 years of age? Yes No

Did you receive a copy of the job description for the position? Yes No

Are you physically or otherwise unable to perform the duties of the job for which you are applying? Yes No

If yes, please describe (*answering is voluntary and any answers will be kept confidential*). _____

Are you currently employed? Yes No

Are you legally authorized to work in the United States? Yes No

Proof of identity and work authorization will be required upon employment.

On what date would you be available for work? _____

Availability: Full-Time Part-Time Shift Work Temporary

Can you travel if a job requires it? Yes No



EDUCATION

HIGH SCHOOL:

Name: _____ City/State: _____

Did you graduate? Yes No Degree: _____

COLLEGE:

Name: _____ City/State: _____

Did you graduate? Yes No Degree/Major: _____

OTHER:

Name: _____ City/State: _____

Did you graduate? Yes No Degree/Major: _____

Current Certifications/Licenses Held: _____

EMPLOYMENT HISTORY

(last 10 years-attach additional sheets, if necessary)

Start with your present or last job. You may also include any activities which you believe demonstrate your qualifications for the position applied. "See Resume" is not acceptable.

CURRENT OR MOST RECENT EMPLOYER:

Name: _____ Address: _____

Telephone: _____ Supervisor: _____

Position: _____ Starting Salary: _____ Ending Salary: _____

Dates of Employment: _____ to _____ Reason for Leaving: _____

Duties: _____

May we contact your current or most recent employer for a reference? Yes No

NEXT PREVIOUS EMPLOYER:

Name: _____ Address: _____

Telephone: _____ Supervisor: _____

Position: _____ Starting Salary: _____ Ending Salary: _____

Dates of Employment: _____ to _____ Reason for Leaving: _____

Duties: _____

May we contact your previous employer for a reference? Yes No

NEXT PREVIOUS EMPLOYER:

Name: _____ Address: _____

Telephone: _____ Supervisor: _____

Position: _____ Starting Salary: _____ Ending Salary: _____

Dates of Employment: _____ to _____ Reason for Leaving: _____

Duties: _____

May we contact your previous employer for a reference? Yes No



Complete the following information only if applying for a position that requires use of a vehicle while conducting company business. If hired, your information will be verified with a Motor Vehicle Report.

Do you have a valid drivers license? _____

REFERENCES

Name only those persons who are familiar with your work capabilities. Do not list relatives.

Name: _____ Phone: _____

Company: _____ Relationship: _____

Position: _____ Years Known: _____

Name: _____ Phone: _____

Company: _____ Relationship: _____

Position: _____ Years Known: _____

Name: _____ Phone: _____

Company: _____ Relationship: _____

Position: _____ Years Known: _____

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 180 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I understand that I may be required to successfully complete a pre-employment physical examination conducted by an Employer-authorized physician and that I may be required to successfully pass a pre-employment drug/alcohol screening after I accept a conditional offer of employment.

Applicant Printed Name

Signature

Date

Koy Concrete, Ltd.

P.O. Box 308 ▪ Sealy, TX 77474-0308
713.319.9390 ▪ 979.885.3551
Fax 713.319.9393

Notice to Applicant:

After completing the interview process with the hiring manager, Koy Concrete, Ltd will schedule a drug test, either DOT or non-DOT, before any job opportunities have been offered. If you are offered a position with Koy Concrete, Ltd, the Company will pay for your drug screening test. Upon signing this document, you are agreeing that if you voluntarily resign or are terminated within 30 days of hire, **you will be responsible for the cost of the drug screening test.** This cost will be deducted from your final paycheck.

Applicant's Printed Name

Applicant's Signature

Date

Katy Plant 281.391.2178



Columbus Plant 979.732.2300

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Yard Worker Job Description

Position Summary:

Primary responsibilities are maintenance, janitorial work, and cleanup of the loader, batch plant, rail-unloader equipment and yard as required. Truck and loader tire repair are additional duties. Occasional lifting requiring exertion of force up to 100 lbs. Frequent lifting requiring exertion of force up to 50 lbs.

Duties and Responsibilities:

- Assist in routine cleaning and maintenance of the loader, trucks, plants, and rail unloader.
- Assist in the unloading of railroad cars.
- Perform regular inspections and maintenance of settling ponds.
- Perform maintenance and change dust collector filters and bags.
- Make daily visual inspections of hoppers, plant, and conveyors and other equipment. Report any problems or safety issues to the plant manager.
- Understand and follow directions in English from supervisors as to required work.
- Operate fork lift and other equipment related to batch plant operations as required.
- Be willing to perform and/or assist in other duties or work as needed to operate and maintain concrete batch plants, trucks and equipment in operation as assigned by management.
- Lift and handle bags or buckets of cement, lime, or additives.
- Perform regular shovel work and general office, shop, & yard cleanup.
- Follow environmental rules and procedures to ensure the plant and yard comply with federal, state, local laws and company requirements.
- Work with the plant manager, batch plant operator, and other personnel to improve efficiency, quality of concrete and solve problems.

Qualifications

Minimum Requirements:

- Must possess a valid Texas issued driver's license
- Be at least 18 years of age
- Must be able to pass a drug test.

Physical Requirements and Environmental Demands:

- **Employee must be able to climb a ladder and work at heights up to 80 feet.**
- Requires walking, sitting, lifting, pushing, pulling, and climbing to a significant degree.
- **Available to work a flexible schedule based on production need.**
- Have a consistent safety culture.
- Continuous exposure to extreme heat, extreme cold, high noise level, and working outdoors.
- Required to wear protective equipment while on the job.
- While performing the duties of this job, the employee is regularly required to talk and hear, in order to communicate to employees/customers as well as function safely around heavy rolling equipment.



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- Employee must be able to perform all job functions which include, but may not be limited to, pushing, turning, and/or pulling of controls.
- Employee must be willing to work other tasks as assigned as needed.
- Employee must be able to lift 100 lbs. sack 4 ½ Feet high.

I can perform the above physical requirements and am willing to accept the duties and responsibilities at the proposed pay rate of _____.

Signature: _____

Date: _____

Print Name: _____

