



11560 190th St NE
Thief River Falls, MN 56701
Office: (218)681-7581
Fax: (218)681-9984
Email: nwa@nwamaintenance.com

Dear Applicant:

Thank you for your interest in employment at Northwest Asphalt & Maintenance. Please fill out the Application for employment, Equal Employment Opportunity, and the Acknowledgment of Pre-Employment and Random Drug/Alcohol Testing form.

Please return your application in one of the following ways: mail, e-mail, fax or in person.

After we have received your application, we will keep it on file for no more than a year. It will be used against any openings we have that match your skills, at which point we will call you in for an interview.

If you should have any questions about this application packet or about our company, please feel free to call our office at 218-681-7581.

Sincerely,

**Jared Peterick
Owner**



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NORTHWEST

ASPHALT & MAINTENANCE

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

Current Address: _____
(Street) (City) (State & Zip Code)

Phone Number: () _____ SSN: _____ Email: _____

Position Applied For: _____ Date Available: _____ Desired Salary: \$ _____

Are you a citizen of the United States? Yes No If no, are you authorized to work in the U.S.? Yes No

Do you hold a current driver's license? Yes No Classification: _____ Number: _____

Have you ever worked for this company? Yes No If so, when? _____

Do you know any current Northwest Asphalt & Maintenance employees? Who? _____

EDUCATION

Highest Grade Completed: 1 2 3 4 5 6 7 8 9 10 11 12 Did you graduate? Yes No

Higher Education Completed: 1 2 3 4 Did you graduate? Yes No Degree: _____

Other Education Completed: _____

PROFESSIONAL REFERENCES

Full Name: _____ Relationship: _____
 Company: _____ Phone Number: _____

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 Company: _____ Phone Number: _____

SKILLS - EXPERIENCE - CERTIFICATIONS

Do you have any experience operating equipment? Yes No If so, what types? _____

Do you have experience with driving a truck with a trailer? Yes No

Are you mechanically inclined? Yes Some Not At All

Are you willing to travel and work weekends when required? Yes No

Are you familiar with the use of Personal Protective Equipment (PPE)? Yes No

PREVIOUS EMPLOYMENT HISTORY

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title and Responsibilities: _____

Starting Salary: _____ Ending Salary: _____
Employed From: _____ to _____ Reason For Leaving: _____

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

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title and Responsibilities: _____

Starting Salary: _____ Ending Salary: _____
Employed From: _____ to _____ Reason For Leaving: _____

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

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title and Responsibilities: _____

Starting Salary: _____ Ending Salary: _____
Employed From: _____ to _____ Reason For Leaving: _____

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

MILITARY EXPERIENCE

Have You Ever Served In The U.S. Armed Forces? Yes No If yes, which branch of service? _____
Rank at Discharge: _____ Type of Discharge: _____
If other than honorable, explain: _____

EMPLOYMENT APPLICATION DISCLAIMER AND ACKNOWLEDGEMENT

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired.

I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, educational and qualifications for employment. I also authorize you to receive such information.

In consideration for my employment and me being considered for employment by Northwest Asphalt & Maintenance, I agree to adhere to the rules and regulations of the company and hereby acknowledge that these rules and regulations may be changed by your Company at any time, at the Company's sole option and without prior notice. In addition, I acknowledge that my employment may be terminated, and any offer of employment, if such is made, may be withdrawn with or without prior notice, at any time, at the option of either the company or me.

(Applicant Signature)

(Date)



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EQUAL EMPLOYMENT OPPORTUNITY

APPLICANT INFORMATION

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

Address: _____
 (Street) (City) (State & Zip Code)

Phone Number: () _____ Social Security Number: _____

Position Applied For: _____

VOLUNTARY INFORMATION

This information is being requested in accordance with Federal Regulations. The information is voluntary and will not be used when considering you for employment with our company.

RACIAL OR ETHNIC GROUP

- American Indian/Alaskan Asian/Pacific Islander Black/African American
- Hispanic/Latino White/Caucasian Other

GENDER

- Female Male

MILITARY SERVICE

- Pre-Vietnam Era Disabled Veteran
- Post-Vietnam Era Other

HOW DID YOU HEAR ABOUT THIS POSITION?

- Newspaper Company Employee Professional Publication
- Job Fair Placement Office Website
- Other _____

(Applicant Signature)

Date



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ACKNOWLEDGEMENT OF PRE-EMPLOYMENT & RANDOM DRUG/ALCOHOL TESTING

I hereby consent to submit to urinalysis and/or other tests as shall be determined/required by Northwest Asphalt & Maintenance the "Company", for the purpose of determining any drug and/or alcohol content thereof. I understand that this is part of a pre-employment screening and subjected to random screening if hired.

I agree that the designated certified lab or other collection site may collect these specimens for these tests and may test them or forward them for analysis to a certified testing laboratory designated by the Company.

I further agree to and hereby authorize the release of the results of said tests to an authorized medical review officer (MRO), the Company, or authorized agents of the Company.

I understand that it is the current, illegal use of drugs and/or abuse of alcohol that would prohibit me from being employed at this Company. Applicants for employment will be tested for the use of illegal drugs, whereas employees can be tested for the use of illegal drugs and alcohol.

I understand that a negative drug test result is a condition of employment. I also understand if I refuse to undergo the testing, I may be rejected for employment. If I produce a positive test result for illegal drug use and/or alcohol, I may be rejected for employment or termination from employment.

I further agree to hold harmless the Company and its agent from any liability arising in whole or part of the collection of specimens, testing, and use of the information from said testing in connection with the Company's consideration of my employment, or my employment application if a candidate for employment.

I have carefully read and understand the information contained in this "Acknowledgment" form.

I agree, to undergo drug testing through Northwest Asphalt & Maintenance as part of pre-employment and post employment.

APPLICANT/EMPLOYEE:

Print Name: _____

Signature: _____

Date: _____

Owner Signature: _____

Date: _____