

Application for Employment

Position(s) applied for: _____

Date: _____

Name: _____

SSN: _____

Address: _____ City, State: _____ Zip: _____

Phone: _____

Where did you hear about job opening? _____ Date Available for Work: _____

Referred by: _____

Shifts available: Days _____ Nights _____

Are you 18 years of age or older? ☐ Yes ☐ No

Have you ever worked for us before? ☐ Yes ☐ No If yes, when? _____

Are you presently employed? ☐ Yes ☐ No May we contact your present employer? ☐ Yes ☐ No

EMPLOYMENT HISTORY – LIST YOUR LAST FOUR EMPLOYERS, WITH THE MOST RECENT FIRST

Employment Dates		Employer Name/Address/Phone	Position Held	Pay Rate
From:	To:			
Supervisor's Name & Tel. #		Reason for Leaving:		
Employment Dates		Employer Name/Address/Phone	Position Held	Pay Rate
From:	To:			
Supervisor's Name & Tel. #		Reason for Leaving:		
Employment Dates		Employer Name/Address/Phone	Position Held	Pay Rate
From:	To:			
Supervisor's Name & Tel. #		Reason for Leaving:		
Employment Dates		Employer Name/Address/Phone	Position Held	Pay Rate
From:	To:			
Supervisor's Name & Tel. #		Reason for Leaving:		
Employment Dates		Employer Name/Address/Phone	Position Held	Pay Rate
From:	To:			
Supervisor's Name & Tel. #		Reason for Leaving:		

I understand and agree that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or immediate dismissal if employed.

I authorize the Company to solicit the information desired in connection with my application for employment. I realize that this investigation may include contacting my prior employers, supervisors, references, schools, etc. I authorize each individual and organization to release such information and I release from all liability or responsibility all persons, companies, or organizations supplying such information.

I understand that the Company has a strong policy concerning alcohol and drug use and that after a conditional offer of employment, I will have to take a drug/alcohol screening test. I also understand that during my course of employment with the Company, I may be required to submit to drug and alcohol testing as defined by the Company.

I understand that employment is at-will and that I am free to resign at any time, and that the Company reserves the right to terminate my employment at any time, with or without cause and without prior notice. I also understand that no representative of the Company has the authority to make any assurances to the contrary.

I understand and authorize the Company to obtain a credit file or criminal check on me if deemed necessary at any time during the application phase or during my employment with the Company.

I understand that if I drive Company vehicles that I must keep my drivers' license and CDL's current and I must immediately report any traffic violations received on or off work to the Human Resources Department.

I certify the information in this application form is correct and complete.

Signature of Applicant _____

Date _____

Have you ever been tried or convicted of (or pleaded no lo contender) to a misdemeanor or felony? Yes_____ No_____.

If yes, please explain fully, indicate the conviction, and specify date_____

Have you ever been terminated (or requested to resign) from prior employment? ____ Yes ____ No. If yes, please explain fully and indicate date, name, and telephone number of the person(s) who terminated you (or requested the resignation). Additional space for details on reverse side.

EDUCATIONAL BACKGROUND

Name and Location	Years Completed	Did You Graduate?	Major/Course of Study	Degree
High School:				
College:				
Other (Vocation/Trade/Specialized Training)				

SKILLS AND QUALIFICATIONS

Summarize special skills, qualifications, or other experiences that may qualify you for work with our company.

DRIVING INFORMATION

The following information concerning driving only needs to be filled out if you desire to be considered for a position requiring operation of a vehicle. If the answer to questions 2 through 6 is "YES", explain additional information below.

1	Do you have a current, valid driver's license?	Yes	No
2	Have you had a vehicle accident of any type within the last 3 years?	Yes	No
3	Have you been convicted or forfeited bail for moving violations in the last 3 years?	Yes	No
4	Has your auto insurance ever been cancelled or has any company declined to insure you?	Yes	No
5	Has your driver's license or chauffeur's license ever been restricted, revoked, or suspended? (When, where, and why?)	Yes	No
6	Have you been convicted or forfeited bail for reckless or drunk driving in the last 3 years?	Yes	No
7	Do you have a CDL license?	Yes	No

If yes, give class, endorsements, and restrictions:

Additional Information:

NOTE: This Application must be completely filled out by the applicant. Every question must be answered fully and completely. Any incomplete application cannot be accepted.



SUBSTANCE ABUSE PREVENTION PROGRAM

NOTICE TO APPLICANTS

Bledsoe Construction, Inc. has a Substance Abuse Prevention Program which prohibits the possession, distribution, use, consumption or being under the influence of alcohol, illegal and unauthorized drugs in order to provide a safe and healthful environment for our employees, our customers, suppliers, visitors and members of the general public.

One of the requirements for consideration of employment with Bledsoe Construction, Inc. is the satisfactory passing of a pre-employment/applicant Substance Abuse test or the passing of a post-employment/applicant drug test within 60 days of employment or reemployment. Pre-employment/applicant or post-employment/applicant testing will be utilized at the Company's discretion.

Applicants who test positive will be dropped from consideration of employment. Employees who test on a post-employment/applicant basis and test positive will be terminated from employment due to misconduct. These individuals will NOT be given the option of referral to the Employee Assistance Program and return to work as outlined on page 21 of the Bledsoe Employee Handbook.

Those individuals who have tested positive on a pre-employment/applicant or post-employment/applicant basis will be eligible to reapply for employment with Bledsoe Construction, Inc. after six (6) months.

Employees of Bledsoe Construction, Inc. must comply with the Company's Substance Abuse Prevention Program which includes testing at these times: pre-employment/post employment, post accident/incident, random, and for cause or reasonable suspicion testing.

The Company's drug testing policy is contained in our Employee Handbook which is available for review by prospective employees upon request.

APPLICANT SIGNATURE

DATE