**APPLICATION FOR EMPLOYMENT**

Fill out each section and either email your application to [christy@massxcontruction.com](mailto:christy@massxcontruction.com) or go to our website at [www.massxconstruction.com](http://www.massxconstruction.com) and submit your application through our employment page.

All applicants will be considered for employment without regard to race, religion, color, sex, national origin, age, marital or veteran status, disability, or any other status protected under all applicable local, state, or federal discrimination laws. We are an equal opportunity employer.

**PERSONAL INFORMATION** (if handwritten, please print clearly.) **Date:** Click or tap to enter a date.

**Name:** Click or tap here to enter text. **Soc. Sec. #** Click or tap here to enter text.

**Address:** Click or tap here to enter text. **Date of Birth:** Click or tap here to enter text.

**Telephone:** Click or tap here to enter text. **Email Address:** Click or tap here to enter text.

**Are you at least 18 years of age?  Yes  No How did you hear about us?** Click or tap here to enter text.

**Are you legally eligible for employment in the United States?  Yes  No (If hired, verification is required by law.)**

**Full time position applied for:** Click or tap here to enter text. **Date available to start:** Click or tap here to enter text.

**Desired rate of pay:** Click or tap here to enter text. **Are you willing to travel?  Yes  No**

**Have you worked for us before?  Yes  No**

**If yes, when?** Click or tap here to enter text. **Previous Position:** Click or tap here to enter text.

**Have you ever been convicted of a felony?  Yes  No (If yes, explain fully on a separate sheet of paper and attach.)**

**Have you ever been convicted of a crime (excluding misdemeanors and traffic offenses)?  Yes  No**

**If yes, list convictions:**

Click or tap here to enter text.

Any conviction record will not necessarily disqualify you from employment, factors such as age and time of offense, seriousness and nature of violations and rehabilitation will be taken into account. Due to federal regulations, conviction may disqualify you from employment as a driver.

**Can you perform the essential functions of the job you are applying for, with or without reasonable accommodations?  Yes  No If no, please explain**: Click or tap here to enter text.

**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name & Location of School | Course of Study | Years Completed | Did you Graduate? | Degree Received (Major/Minors) |
| High School Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| College Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Other Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**MILITARY SERVICE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Branch of Service | Start Date | End Date | Rank & Duties | Date Discharged | Dishonorable Discharge? |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**PRIOR EMPLOYMENT**

All applicants must provide the following information on all employers within the last 3 years. Applicants to drive a commercial motor vehicle including, but not limited to Foreman, Superintendents and Drivers must also provide an additional 5 years information on those employers for whom the applicant operated such vehicle.

**Are you currently employed?**

**Yes  No If yes, when will we be able to contact your current employer?** Click or tap here to enter text.

**Start with your current/most recent employer.**

|  |  |
| --- | --- |
| **Employer:** Click or tap here to enter text. | **Employment Start Date:** Click or tap here to enter text. |
| **Address:** Click or tap here to enter text. | **Employment End Date:** Click or tap here to enter text. |
| **Phone Number:** Click or tap here to enter text. | **Starting Wage:** Click or tap here to enter text. |
| **Contact:** Click or tap here to enter text. | **Final Wage:** Click or tap here to enter text. |
| **Position held & Duties:** Click or tap here to enter text. | |
| **Reason for leaving:** Click or tap here to enter text. | |

|  |  |
| --- | --- |
| **Employer:** Click or tap here to enter text. | **Employment Start Date:** Click or tap here to enter text. |
| **Address:** Click or tap here to enter text. | **Employment End Date:** Click or tap here to enter text. |
| **Phone Number:** Click or tap here to enter text. | **Starting Wage:** Click or tap here to enter text. |
| **Contact:** Click or tap here to enter text. | **Final Wage:** Click or tap here to enter text. |
| **Position held & Duties:** Click or tap here to enter text. | |
| **Reason for leaving:** Click or tap here to enter text. | |

|  |  |
| --- | --- |
| **Employer:** Click or tap here to enter text. | **Employment Start Date:** Click or tap here to enter text. |
| **Address:** Click or tap here to enter text. | **Employment End Date:** Click or tap here to enter text. |
| **Phone Number:** Click or tap here to enter text. | **Starting Wage:** Click or tap here to enter text. |
| **Contact:** Click or tap here to enter text. | **Final Wage:** Click or tap here to enter text. |
| **Position held & Duties:** Click or tap here to enter text. | |
| **Reason for leaving:** Click or tap here to enter text. | |

**Have you had any gaps in employment during the past three years?  Yes  No**

**Start date of gap:** Click or tap here to enter text. **End date of gap:** Click or tap here to enter text.

**Reason for gap in employment:** Click or tap here to enter text.

**Accident record for past 3 years from date of application:**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Nature of accident; head-on, rear end, etc.** | **Injuries/Fatalities** |
| **Last accident:** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Next previous:** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Next previous:** | Click or tap here to enter text. | Click or tap here to enter text. |

**Were you involved with more than three accidents within the last three years?  Yes  No**

**If yes, attach additional sheets as necessary to provide the required information on each.**

**Traffic convictions & forfeitures in the past 3 years from date of application: (do not include parking violations)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Location** | **Charge** | **Penalty** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**EXPERIENCE LEVEL AND APPLICATION CERTIFICATIONS**

If computer skills are required for the job position you are applying for, please check the boxes that apply to your experience:

**Word processing  Accounting  Data Processing  Schedule Software  Excel Spreadsheets  Bluebeam**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Driver Licenses | State | License Number | Type | Expiration Date |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**Have you ever been denied a license, permit, or privilege to operate a motor vehicle?  Yes  No**

**Has any license, permit, or privilege ever been suspended or revoked?  Yes  No**

**\*\*If the answer to either question above is yes, attach a statement providing details regarding the situation.**

|  |  |  |  |
| --- | --- | --- | --- |
| Equipment/Position | Most recent year operated/worked in position | How many years experience in position? | Describe experience: State level of capabilities such as rough or finish grade operator |
| General Laborer | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Pipe Layer | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| CDL Driver | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Foreman | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Superintendent | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Project Manager | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Excavator under 15 TNS | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Excavator 15 TNS to 30 TNS | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Excavator 30 TNS to 50 TNS | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Excavator over 50 TNS | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Roller/Compactor | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Water Truck | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 12 CY Dump Truck | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Dump Truck with Pup Trailer | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Skidsteer | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Loader | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Backhoe | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Dozer | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| GPS Enabled Equipment | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Motor Grader | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Any other positions?  Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

|  |
| --- |
| List certifications and any current training: |
| Click or tap here to enter text. |

|  |
| --- |
| CDL Drivers must complete this section:  Are you at least 21 years of age?  Yes  No Date of Birth: Click or tap here to enter text. |

**PERSONAL REFERENCES**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Address | Phone Number | Years Known |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**AUTHORIZATION FOR BACKGROUND CHECK & APPLICANT CONFIRMATIONS**

Background checks will include at a minimum: Social Security Verification, Personal and Professional References, and Criminal History

The following additional background searches will be required if applicable to the position: Motor Vehicle Records

I, Click or tap here to enter text., hereby authorize Mass X Construction, LLC. to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that Mass X Construction, LLC. may utilize an outside firm or firms to assist with checking such information and I specifically authorize such an investigation by information services and outside entities of Mass X Construction, LLC.’s choice. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

Please review and initial each statement:

I understand that if hired I am an “at will” employee and agree that the employment relationship can be terminated at any time, with or without cause by myself or the company. I understand that only an owner-member of the company has the authority to enter into an agreement of employment by going through the employee handbook and the pre-employment paperwork and signing all applicable documents by myself and the company’s owner-member if a position is offered to me for any specified period of time.

**Your initials:** Click or tap here to enter text.

I understand that filing out this application does not indicate there is a position open and does not obligate the company to hire. If hired, I agree to abide by all company work rules, policies and procedures and that Mass X Construction, LLC. reserves the right to revise the policies or procedures in whole or part, at any time without notice.

**Your initials:** Click or tap here to enter text.

If I am hired for employment, I agree to submit to a medical examination test and drug test before starting any work. I also agree to submit to medical examination or drug testing at randomly scheduled testing intervals or at any time deemed appropriate by Mass X Construction, LLC. to the extent permitted by law. I consent that the results of any testing are be disclosed to Mass X Construction, LLC. which results shall remain confidential and kept in my employee file. I understand that my employment or continued employment, to the fullest extent permitted by law, is contingent upon satisfactory medical examinations and drug testing, and if I am hired a condition of my employment will be that I abide by the Company’s drug and alcohol policy. I understand that if my pre-hire drug test is positive, that I am disqualified from employment with Mass X Construction, LLC.

**Your initials:** Click or tap here to enter text.

I certify that the information contained within this application was completed by me is true and complete to the best of my knowledge. Should I be employed by Mass X Construction, LLC. any misrepresentation or false statement contained herein may be considered cause for dismissal. Mass X Construction, LLC. may contact directly or employ the services of investigative agencies to obtain all necessary information from the references I have listed, or any other sources concerning my prior employment, personal history or credit standing.

**Your initials:** Click or tap here to enter text.

Mass X Construction, LLC. reserves the right to modify these policies at any time without notice.

By signing below, I hereby authorize Mass X Construction, LLC., to perform a background check and all pre-employment testing outlined herein. I also hereby declare to adhere to all policies outlined herein.

By checking this box, I agree that typing my name and date in the spaces provided below acts as my digital signature to the fullest extent as my handwritten signature by law.

**Digital Signature of Applicant:** Click or tap here to enter text.

**Date of Digital Signature:** Click or tap here to enter text.