

# Sanches Construction Company

## Employment Application

Please print in detail, in your own handwriting.  
If you need assistance please ask.

Last Name	First	Middle	Home Phone	Social Security Number
Street Address			Cell Phone/Message	
City			Position Desired	
State			Pay Rate Desired	
Zip Code			Date you can you start? _____	
Apt. No.			Availability	
Do you have friends or relatives who are employed by Sanches Construction?			<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Weekends	
How did you hear about us?			Have you ever been convicted of a crime?	
			<input type="checkbox"/> Misdemeanor <input type="checkbox"/> Felony	
<b>Education:</b> List Highest Schooling First			Graduate/Diploma/Degree	
Name & Location			Y N	
Name & Location			Y N	
Major/Minor				
<b>Special Courses/Certification</b>			<b>Misc. Skills</b>	
			<b>Office/Computer Skills</b>	
			Typing WPM _____	

## Work History

Dates Mo./Yr.	Employer Name and Address List most recent position first.	Type/ Size of Business	Position Held and Supervisor	Income	Reason for Leaving
From				\$	
To		Phone		Per	
Major Duties and Achievements					
From				\$	
To		Phone		Per	
Major Duties and Achievements					
From				\$	
To		Phone		Per	
Major Duties and Achievements					

## Other Experience

Do you have a current valid Drivers License? <input type="checkbox"/> YES <input type="checkbox"/> NO	Do you have a current valid CDL? <input type="checkbox"/> YES <input type="checkbox"/> NO	Car – Year & Make _____
Drivers License # _____	Class of CDL is _____	
Are you currently a member of a Union? <input type="checkbox"/> YES <input type="checkbox"/> NO    Name of the Union you are a member of _____		
If employed by us you will be required to be a Union member - we can provide you contact information to do so.		
How do you get to work?	Are you able to perform the duties of the position you are applying for <input type="checkbox"/> With accommodation? <input type="checkbox"/> Without accommodation?	
What work has been most interesting to you? Why?		
What work haven't you enjoyed? Why?		
Please indicate any prior military service which you would like considered in connection with your application for employment.		
Consistent attendance and punctuality are essential requirements of every job within the Company. Is there anything that would interfere with your regular attendance and punctuality if you are offered a job with the company? <input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, please explain _____		

## Personal and Business References

Name	Contact Information	Relationship

## Disclosure Agreement

**Please read the following information carefully before signing the application.**

1. I understand that I am applying for employment with Sanches Construction Company (SCC). My application will be given every consideration but its receipt does not imply employment. If hired, I agree to abide by all of the Company rules and regulations. I understand and agree that if hired my employment and compensation is "at will", which means that employment can be terminated with or without cause, and with or without notice, at any time, at the option of either the Company or myself, except as otherwise provided by law. In addition, no representative or agent of the Company has the authority to enter into any agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit or other term or condition of employment other than in a written document signed by the President.
2. I agree to provide, upon employment, genuine documentation establishing my identity and eligibility to legally work in the United States.
3. I understand all information provided by me on this application will be treated equally and confidentially. It is the policy of SCC to afford equal opportunity to all employees and applicants for employment without regard to race, color, sex, age, height, weight, disability, religion, national origin, marital status, ancestry, political belief or activity or status as a veteran any and other characteristic protected by Federal, State or Local law.
4. I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information and I also release the SCC from all liability that might result from making an investigation.
5. I certify that the information given by me on this application is true, accurate and complete. I understand that, if I am employed, any discovery that I gave false or misleading information may result in immediate dismissal.
6. I understand that SCC will retain this application for employment for the current hiring season only (April – December of current year). In addition, I understand if SCC is unable to contact me for employment after 3 attempts my application becomes inactive and I will be required to re-apply to become eligible for employment.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Interviewed by:** \_\_\_\_\_ **Interview Date:** \_\_\_\_\_

**Sanches Construction Company  
3508 Wood Street, Lansing, MI 48906  
An Equal Opportunity Employer**