

Sanches Construction Company

3508 Wood Street, Lansing, MI 48906

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		Availability <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Weekends Date you can you start? _____	
City		State	Zip Code		Pay Rate Desired	
Do you have friends or relatives who are employed by Sanches Construction?			How did you hear about us?		Have you ever been convicted of a crime? Explain:	
Education: List Highest Schooling First			Graduate/Diploma/Degree		Major/Minor	
Name & Location			Yes No			
Name & Location			Yes No			
Special Courses/Certification			Misc. Skills		Office/Computer Skills	
					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					
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					
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					

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 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.

Applicant's Signature: _____ **Date:** _____

Interviewed by: _____ **Interview Date:** _____