



Con Tech Building Systems, Inc.  
 4524 State Highway 58  
 Gouverneur, New York 13642  
 Phone: 315-287-0135 Fax: 315-287-0008

# Application for Employment

Con Tech is an Equal Opportunity Employer

Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_

## PERSONAL INFORMATION

Name: \_\_\_\_\_  

Last
First
Middle

Address: \_\_\_\_\_  

Street
City
State
Postcode

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

SSN #: \_\_\_\_\_ Are you at least 18 years of age:  YES  NO

## EMPLOYMENT DESIRED

Position: \_\_\_\_\_ Referred By: \_\_\_\_\_

Start Date: \_\_\_\_\_ Expected Pay Rate: \_\_\_\_\_

Have you worked at Con Tech before:  YES  NO If yes, year of last employment: \_\_\_\_\_

Are you currently employed:  YES  NO If yes, reason for leaving: \_\_\_\_\_

May we contact present employer:  YES  NO

If yes, employer's name and number: \_\_\_\_\_

EDUCATION	NAME AND LOCATION	YRS	GRADUATED	SUBJECTS STUDIED
High School:			<input type="checkbox"/> YES <input type="checkbox"/> NO	
College:			<input type="checkbox"/> YES <input type="checkbox"/> NO	
Business School, Trade or Other:			<input type="checkbox"/> YES <input type="checkbox"/> NO	

## OTHER TRAINING COMPLETED (check all that apply, proof of completion will be required)

OSHA 10 Hour:  YES  NO      OSHA 30 Hour:  YES  NO

Heavy Equipment Operator:  YES  NO      Lift Qualified:  YES  NO

Powder Actuated Tools:  YES  NO      Forklift Operator:  YES  NO

HazCom/GHS :  YES  NO      First Aid/CPR:  YES  NO

Other: \_\_\_\_\_



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**EMPLOYMENT EXPERIENCE** (list all present and past employment, beginning with the most recent)

Dates Employed	Name and Address of Employer	Salary	Position	Reason for Leaving
TO / / FROM / /				
TO / / FROM / /				
TO / / FROM / /				
TO / / FROM / /				

**REFERENCES** (please list three personal references that are not related to you)

	Name	Address	Phone	Years Acquainted
1				
2				
3				

**ADDITIONAL INFORMATION** (job requirements may include but are not limited to the tasks listed below)

Do you have the basic tools for the position you are applying for?  YES  NO

Do you have a valid driver's license?  YES  NO

Do you have your own transportation?  YES  NO

Are you willing to drive to any jobsite in Jefferson, Lewis, St. Lawrence or Franklin County?  YES  NO

Are you including a resume with your application for employment?  YES  NO

Please provide any additional information you would like us to consider in evaluating your application:

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**OFFICE USE ONLY** (do not write below this line, it is for administrative purposes only)

App. Rec'd: / / App. Reviewed: / / Complete:  YES  NO Qual.:  YES  NO

Interviewed:  YES  NO Date: / / Hired:  YES  NO Date: / /

Comments: \_\_\_\_\_



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Voluntary Affirmative Action
Information Survey

As a federal contractor, Con Tech Building Systems, Inc. is required to request and maintain data on applicants to ensure our compliance with Equal Employment Opportunity (EEO) laws and regulations. The information is kept confidential and is used to fulfill reporting requirements. The information requested is voluntary and failure to provide it will not affect your application for employment. You may provide this information now or at any time after employment.

APPLICANT INFORMATION

Name: Last First Middle
Sex: Male Female Birthdate: / / Age:

ETHNICITY/RACE (please select one or more ethnic categories)

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

VETERAN STATUS

- Armed Forces Service Medal Veteran Vietnam Era Veteran
Disabled Veteran Other Eligible Veteran
Recently Separated Veteran Date of Separation: / /

CON TECH EEO POLICY

It is the policy of Con Tech Building Systems, Inc. that we shall not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, age, disability or marital status. We will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination, harassment, intimidation or coercion. Furthermore, we shall make and document our conscientious and active efforts to employ and utilize minority group members and women in our work force on all contracts. Employees are encouraged to refer qualified candidates for employment when openings exist.

Con Tech Building Systems, Inc. shall state in all solicitations or advertisements for employees that, in the performance of all contracts, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, disability or marital status.

The Human Resource Manager is the EEO Coordinator for Con Tech Building Systems, Inc. and is responsible for complaints with local, state and federal employment opportunity laws and for implementing the company's affirmative action program, including equal employment practices, monitoring, and internal reporting.

Applicant Signature Date:

NOTE: The completed form will be treated as confidential and will not be seen by anyone other than the employee to who it refers and Con Tech's Human Resource Manager for reporting statistical data. No copies shall be made of the completed forms.