



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 #:

Mobile #:

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

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:

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)

- | | |
|---|---|
| <input type="checkbox"/> American Indian/Native Alaskan | <input type="checkbox"/> Hispanic/Latino |
| <input type="checkbox"/> Asian/Asian-American | <input type="checkbox"/> Native Hawaiian/Other Pacific Islander |
| <input type="checkbox"/> Black/African-American | <input type="checkbox"/> White/Caucasian |

VETERAN STATUS

- | | |
|---|---|
| <input type="checkbox"/> Armed Forces Service Medal Veteran | <input type="checkbox"/> Vietnam Era Veteran |
| <input type="checkbox"/> Disabled Veteran | <input type="checkbox"/> Other Eligible Veteran |
| <input type="checkbox"/> 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.