

# Toney Construction Inc. Application For Employment



Toney Construction Inc. is an Equal Opportunity Employer. Prospective employees will receive consideration without discrimination based on race, creed, color, sex, age, national origin, disability, veteran status or any class protected by law.

PLEASE PRINT CLEARLY. The application must be fully completed to be considered. Complete each section, even if you attach a resume.

## Personal Information

Full Legal Name  
(First, Middle, Last)

Street Address		City	State	Zip
Mailing Address (if different than above)		City	State	Zip
Home Phone Number	Mobile Number	Email Address		
Last 4 Digits of Social Security No.		Are you legally eligible for employment in the United States? (If offered employment, you will be required to provide documentation to verify eligibility.) Yes <input type="checkbox"/> No <input type="checkbox"/>		

Have you ever applied for employment with us or worked with us before?

Yes  No  If "Yes," when?

Have you ever been terminated from employment or asked to resign from a job? If "Yes," identify the employer and explain the circumstance.

Yes  No

Have you ever been convicted of a crime other than a minor traffic offense? (A conviction is not an automatic bar to employment.)

Yes  No

If "Yes," describe in full, and identify the jurisdiction, offense and date of conviction. Please provide all the facts so that a fair decision can be made.

Other special training or skills (languages, machine operation, computer skills, etc)

Membership in professional and civic organizations, special accomplishments, awards, etc. (Exclude those which may disclose your race color, religion, age or national origin.)

Are you able to commute to our location in a reasonable amount of time?

Yes  No

## Position

Position You Are Applying For

Available Start Date

Desired Pay

Some of our jobs are local or within a reasonable amount of time where employees could be home at night. Other jobs may require that the crews travel to other locations that would mean employees would be gone over several days, weekends or weeks at a time. Are you able to travel and possibly be gone for periods of time?

Yes

No

## Military

Did you serve in the U.S. Armed Forces?

Yes

No

If "Yes," in what branch?

Describe any training received relevant to the position for which you are applying.

## Education

School Name	Location	Years Attended	Did you graduate?	Major / Course of Study

## References (No relatives or former employers. List at least 2.)

Name	How long have you known this person?	What is your relationship with this person?	Phone

## Employment History (Start with your present or most recent employer.)

<b>EMPLOYER (1)</b>	Job Title		Dates Employed
Name of Supervisor	Reason for Leaving		If present employer, may we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
<b>EMPLOYER (2)</b>	Job Title		Dates Employed
Name of Supervisor	Reason for Leaving		
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
<b>EMPLOYER (3)</b>	Job Title		Dates Employed
Name of Supervisor	Reason for Leaving		
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
<b>EMPLOYER (4)</b>	Job Title		Dates Employed
Name of Supervisor	Reason for Leaving		
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
<b>EMPLOYER (5)</b>	Job Title		Dates Employed
Name of Supervisor	Reason for Leaving		
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip

## Applicant's Signature

Please read and understand this statement before signing your application.

The information I have provided in this Application for Employment is true, correct and complete. I understand that false, incomplete or misrepresented information of any kind on my application will be sufficient cause for my application to be rejected or, if discovered after I am employed, cause for immediate termination of my employment.

I authorize the employer to contact and obtain information about me from previous employers, educational institutions and "references" provided, and any other party necessary to verify the accuracy of information I disclosed in this application, a related employment resume or a personal interview. To assist in the processing of my Application, I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons, corporations or organizations who provide information for this purpose.

This application will expire in 6 months. After that date, unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment I understand I may resign at any time, and the employer may terminate my employment at any time, with or without cause and without prior notice. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and only in writing signed by such officer.

### WE DO DRUG TESTING!

My signature below confirms that I fully understand and accept all terms and conditions in the above statement.

Name (Please Print)	Signature
Today's Date	

# Toney Construction Inc. Applicant Pre-Screen Form

Name (please print): \_\_\_\_\_

- YES     NO      Are you at least 18 years of age?
- YES     NO      Do you have a HS Diploma or GED?
- YES     NO      Are you able to lift items weighing as much as 85 pounds?
- YES     NO      Are you able to use your hands to handle or control tools or equipment?
- YES     NO      Are you able to work outdoors in extreme weather and muddy conditions?
- YES     NO      Are you able to handle exposure to loud sounds and high noise levels?
- YES     NO      If hired, do you agree to wear protective safety equipment (hard hat, safety glasses, ear plugs, steel toe/safety shoes, respiratory mask, etc)?
- YES     NO      Are you able to climb ladders?
- YES     NO      Do you have the ability to kneel, bend, crouch or stoop for prolonged periods of time?
- YES     NO      Can you work in cramped/confined spaces and/or awkward positions?
- YES     NO      Do you understand that prior to hiring you must pass a drug screen and a Motor Vehicle Records check?
- YES     NO      Do you understand that prior to hiring you must consent to a criminal background check?
- YES     NO      If offered employment, do you understand that you may be subject to testing for trade or job-related competencies?
- YES     NO      If offered employment, do you understand that you may be subject to random drug testing as required by DOT?

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date

*Created 8/2017*