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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Toney Construction Inc.**  **Application For Employment**  C:\Users\Kendra\AppData\Local\Microsoft\Windows\INetCache\Content.Word\TCI LINES v4.jpg | | | | 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 | No | |  |
| 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.)** | | | | | | | |
| **EMPLOYER (1)** | |  | | Job Title | |  | Dates Employed |
|  | | | |  | | |  |
| Name of Supervisor | |  | | Reason for Leaving | |  | If present employer, may we contact?  Yes  No |
| Work Phone | |  | | Starting Pay Rate | |  | Ending Pay Rate |
|  | | | |  | | |  |
| Address | |  | | City | | State | Zip |
|  | | | |  | |  |  |
| **EMPLOYER (2)** | |  | | Job Title | |  | Dates Employed |
|  | | | |  | | |  |
| Name of Supervisor | | | | Reason for Leaving | | |  |
| Work Phone | |  | | Starting Pay Rate | |  | Ending Pay Rate |
|  | | | |  | | |  |
| Address | |  | | City | | State | Zip |
|  | | | |  | |  |  |
| **EMPLOYER (3)** | |  | | Job Title | | | Dates Employed |
|  | | | |  | | |  |
| Name of Supervisor | | | | Reason for Leaving | | |  |
| Work Phone | |  | | Starting Pay Rate | |  | Ending Pay Rate |
|  | | | |  | | |  |
| Address | |  | | City | | State | Zip |
|  | | | |  | |  |  |
| **EMPLOYER (4)** | |  | | Job Title | |  | Dates Employed |
|  | | | |  | | |  |
| Name of Supervisor | | | | Reason for Leaving | | |  |
| Work Phone | |  | | Starting Pay Rate | |  | Ending Pay Rate |
|  | | | |  | | |  |
| Address | |  | | City | | State | Zip |
|  | | | |  | |  |  |
| **EMPLOYER (5)** | |  | | 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***