

Application for Employment at Keith D. Smith Concrete Contractor, Inc.

PRE-EMPLOYMENT QUESTIONNAIRE

Keith D. Smith Concrete Contractor Inc. is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, nation origin, disability or handicap, or veteran status.

Personal Information _____ **Date:** _____

NAME(LAST NAME, FIRST NAME)		SOCIAL SECURITY NO. --- ---	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
HOME PHONE NO.	CELL PHONE NO.	REFERRED BY	

Employment Desired _____

POSITION SOUGHT	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO
HAVE YOU EVER APPLIED TO THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, WHEN?	

Education History _____

	NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL				

General Information _____

SUBJECT OF SPECIAL STUDY/RESEARCH WORK
SPECIAL TRAINING
SPECIAL SKILLS
U.S. MILITARY OR NAVAL SERVICE

CONTINUED ON OTHER SIDE

Former Employers (LIST BELOW LAST FORMER EMPLOYERS, STARTING WITH LAST ONE FIRST) _____

DATE MONTH & YEAR	NAME & PHONE NUMBER OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
From: _____ To: _____				
From: _____ To: _____				
From: _____ To: _____				
From: _____ To: _____				

References (GIVE BELOW THE NAME OF THREE PERSON, NOT RELATED TO YOU, WHOM YOU HAVE KNOW AT LEAST ONE YEAR) _____

NAME	PHONE NUMBER	BUSINESS	YEARS KNOWN

Release _____

"I authorize Keith D. Smith Concrete Contractor, Inc. to communicate with references and former employers to verify information related to this application in order to make an employment decision. I agree to hold such person harmless with respect to any information they may give about me.

DATE SIGNATURE

Authorization _____

"I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Keith D. Smith Concrete Contractor, Inc. to verify their accuracy and to obtain reference information on my work performance. I hereby release Keith D. Smith Concrete Contractor, Inc. from any/all liability of whatever kind and nature that, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules, and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

DATE SIGNATURE