Application for Employment

Haugebak Construction Company is an Equal Opportunity Educational Institution and EEO/Affirmative Action

Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications,

and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

**PLEASE TYPE IN THE GRAY BOXES OR PRINT**. Complete the entire application. You may attach a resume,

but you must still complete all questions on this form.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Position Applying For: | Name (Last, First, Middle): | | | | | | Other names under which you have attended school or been employed: |
| Street Address: | | | | City, State & Zip: | | |  |
| Social Security Number: | | Home Phone: | | | Work Phone: | | Other Phone: |
| Are you eligible to work in the United States? | | | Yes  No | | |  | |
| Are you 18 years of age or older? | | | Yes  No | | | If NO, what is your current age? | |
| Are you currently employed at      (company)? | | | Yes   No | | | If YES, what is your current job title & department? | |
| Have you ever been employed by       (company)? | | | Yes No | | | If YES, dates of employment & reason for leaving: | |
| Are you related to any current       (company employee)? | | | Yes  No | | | If YES, their name & their relationship to you? | |
| If required for position, do you have a valid driver’s license? | | | Yes  No | | | If YES, State of issuance, license #, and expiration date: | |
| How did you learn about this employment opportunity at      ? Check all that apply:  Ad in *newspaper*  Job Bulletin (Posting) /Walk-in Website Dept. of Labor  Ad in *magazine*  Referral by employee Other: | | | | | | | |

## EDUCATION

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of School | City/State | **Did you graduate?** | **If No, # of years left to graduate** | **If Yes, date of Graduation** | **Degree received** | **Major** |
| High School: |  | Yes  No |  |  |  |  |
| GED: |  | Yes  No |  |  |  |  |
| Other School: |  | Yes  No |  |  |  |  |
| College: |  | Yes  No |  |  |  |  |
| College: |  | Yes  No |  |  |  |  |
| College: |  | Yes  No |  |  |  |  |
| Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying. | | | | | | |

**SKILLS:** Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

|  |
| --- |
|  |
|  |
|  |

**WORK EXPERIENCE**-Please detail your entire work history. Begin with your current or most recent employer.

If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment.

Include full-time military or volunteer commitments.

**PLEASE NOTE**: Haugebak Construction Company reserves the right to contact all current and former employers for reference information.

|  |  |  |
| --- | --- | --- |
| Dates Employed (most recent position)  From:       To | Full time  Part-time  If part-time, # hrs./wk: | Title: |
| Starting Salary: | Organization Name and Address: | |
| Final Salary: |
| Supervisor’s Name, Title and Phone #: | Other Reference Name, Title and Phone #: | Contact my current references:  At any time  Only if I am a finalist candidate |
| Primary duties: | | Reason for Leaving: |
| Dates Employed (most recent position)  From:       To | Full time  Part-time  If part-time, # hrs./wk: | Title: |
| Starting Salary: | Organization Name and Address: | |
| Final Salary: |
| Supervisor’s Name, Title and Phone #: | Other Reference Name, Title and Phone #: | Contact my current references:  At any time  Only if I am a finalist candidate |
| Primary duties: | | Reason for Leaving: |

**PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.**

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully

complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after

employment if discovered at a later date. I authorize Haugebak Construction Company to investigate, without liability, all statements contained in this

application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection

with this application for employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening

for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of

employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of Haugebak Construction Company

serve at-will, and the employment relationship may be terminated at any time by either party, or any or no reason, other than a reason prohibited by law.

If employed, I will be required to furnish proof of eligibility to work in the United States, and to comply with company and departmental regulations.

I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off.

If employed on a regular, benefits-eligible basis, I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice.

I understand that the first SIX MONTHS of regular employment represent a provisional period during which I may be terminated without right of appeal.

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_