

D&R Masonry Restoration, Inc.

Employment Application Thank You For Applying With Us

NOTICE TO APPLICANTS

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services and programs is available to all persons. The objective of the company's hiring procedures is to select the most qualified individual for the job. All applicants are encouraged to provide the company with information that will demonstrate the applicant's qualifications to perform the duties of the job for which the applicant is applying. Those applicants requiring reasonable accommodation to the application and/or interview process should notify Human Resources.

PLEASE PRINT

You must fully and accurately complete this application. Incomplete applications will not be considered.

Last Name, First Name, Middle Initial

Address

Mailing address (if different)

Home Phone

Work Phone

Email (optional)

Position(s) applying for: _____ Date of Application: _____

Have you filed an application here before? No Yes - If yes, give date: _____

How were you referred to D&R Masonry Restoration, Inc.? Ad Walk-in _____ Other
 Employee - If Employee, name: _____

If necessary, the best time to call you at home is: _____

Are you 18 or older? Yes No - If no, are you currently enrolled in school? Yes No

Are you legally eligible for employment in the US (a US citizen or alien authorized to work in the US)? Yes No

Date available for work: _____ Wage required: _____

Check the type of employment desired and days you would be available to work, also specify the times you would be available to work each day:

Full-time
 Part-time Number of Hours Desired Per Week: _____
 Temporary/On Call

<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wed.	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday
From: _____	From: _____	From: _____	From: _____	From: _____	From: _____	From: _____
To: _____	To: _____	To: _____	To: _____	To: _____	To: _____	To: _____

Are you available for overtime? Yes No

Do you have any commitments to another employer that might affect your employment with us? Yes No

GENERAL INFORMATION

Have you ever been employed by this company before? No Yes If yes, give dates employed:

Are any of your relatives employed by this company? No Yes If yes, please list name(s) and relationship:

EDUCATIONAL HISTORY

School	No. of Years Completed	Name and Location of School	Major Course of Study	Did you Graduate?
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No
College/University				<input type="checkbox"/> Yes <input type="checkbox"/> No
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No

Subjects of special study or research work:

List any other skills, licenses, or certificates that you feel are relevant to the position:

MILITARY SERVICE

Branch of Service: _____ From: _____ To: _____

WORK HISTORY

GIVE PRESENT OR MOST RECENT POSITION FIRST.

POSITION:		
PERIOD	From:	To:
FIRM	Company Name:	
	Address:	
	Phone:	Type of business:
	Immediate supervisor and title:	
	Rate of pay*	
REASON FOR LEAVING:		

POSITION:		
PERIOD	From:	To:
FIRM	Company Name:	
	Address:	
	Phone:	Type of business:
	Immediate supervisor and title:	
	Rate of pay*	
REASON FOR LEAVING:		

POSITION:		
PERIOD	From:	To:
FIRM	Company Name:	
	Address:	
	Phone:	Type of business:
	Immediate supervisor and title:	
	Rate of pay*	
REASON FOR LEAVING:		

*Applicant need not answer. Leaving these areas blank will have no bearing on consideration for employment.

Have you ever been disciplined for absenteeism or tardiness that was not covered by any leave law? Yes No

Can we contact your current employer? Yes No

What other special qualifications have you not listed above?

Briefly state why you would like to work with our company:

SUMMARY

I hereby authorize the potential employer to contact, obtain and verify the accuracy of the information contained in this application from all previous employers, educational institutions and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered. I understand employment with D&R Masonry Restoration, Inc. is employment-at-will.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either the employer or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that it is the policy of this organization to not discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I understand this company will not tolerate any acts of violence or sexual harassment or discrimination of any kind. Such acts will lead to disciplinary action, up to and including immediate termination.

I understand that if I am employed by the company, I will comply with all work-related requirements set forth by the company including those set forth in the company's Employee Handbook.

I understand that the company reserves the right to change wages, hours and working conditions as deemed necessary.

I understand that, if selected, I will be required to read and sign a confidentiality agreement concerning the business of the company and that my hiring is conditional upon the signing and observance of this document.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Signed: _____ Date: _____

APPLICANT AUTHORIZATION FOR REFERENCE CHECKS

I understand, acknowledge and authorize D&R Masonry Restoration, Inc. (D&R Masonry) to contact and make inquiry of any former employer, education institution or reference known or provided to D&R Masonry on my employment application.

I authorize any of the persons, organizations or institutions named in my application or in any other documents provided to D&R Masonry to give D&R Masonry complete information and records that may be required to make a hiring decision, including but not limited to providing information relating to the following topics that may be used to evaluate my fitness for employment:

1. My dates of employment;
2. The position(s) I held;
3. The quality and quantity of my work;
4. My skills and abilities;
5. My reason for leaving;
6. My eligibility for rehire;
7. My disciplinary records;
8. My willingness to comply with important company policies (including but not limited to anti-harassment/anti-discrimination, confidentiality, conflict of interest, dress code, punctuality, attendance and drug & alcohol abuse);
9. My level of engagement in the workplace and overall attitude;
10. My ability to get along with my co-workers;
11. My ability to get along with my supervisor;
12. My dependability and reliability.

I release D&R Masonry and all other persons and entities without limitation from any claim arising out of or related to any reference checks or related disclosures.

I understand that if I do not sign this authorization my application may be rejected.

Print Name: _____

Signature: _____

Date: _____