

# EMPLOYMENT APPLICATION

BENALLY / WOODRUFF CONSTRUCTION, LLC

Position Applying For: \_\_\_\_\_

Job Application Submitted on: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date Available to Work \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (MM/DD/YYYY)

How did you hear of us? \_\_\_\_\_  
(i.e. friend, newspaper, jobsite, online, other, etc.)

## PERSONAL INFORMATION

Last Name:		First Name:		Middle Initial:	
Address:		City:		State:	
Home No.:		Mobile No.:		Email:	

Have you ever applied at or worked at Benally / Woodruff before? Yes [ ] No [ ]

If yes, explain: \_\_\_\_\_

Do you have any friends, relatives or acquaintances working for Benally / Woodruff? Yes [ ] No [ ]

If yes, explain: \_\_\_\_\_

Are you over the age of 18? Yes [ ] No [ ]

(if under 18, hire is subject to verification of minimum legal age)

If hired, would you be able to provide evidence of your U.S. citizenship or proof of your legal right to work in the U.S.? Yes [ ] No [ ]

Have you ever been convicted of a criminal offense? Yes [ ] No [ ]

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation: \_\_\_\_\_

(attach separate page, if necessary)

Do you have limitations (i.e. difficulty with heights, tunnels, heavy lifting, confined spaces) which need to be recognized? Yes [ ] No [ ]

If yes, explain: \_\_\_\_\_

Type of Experience? Commercial [ ] Industrial [ ] Highway [ ] Bridge [ ] Residential [ ] Institutional [ ]  
(mark "F" for full experience or "P" for partial experience)

Do you have experience as a Construction Supervisor? Yes [ ] No [ ]

If yes, at what level?: Lead Hand [ ] Foreman [ ] Supervisor [ ] Superintendent [ ]

Do you have a valid Driver's License? Yes [ ] No [ ] License #: \_\_\_\_\_ State: \_\_\_\_\_ Exp. Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Reliable Transportation? Yes [ ] No [ ] Are you the sole driver of your vehicle? Yes [ ] No [ ]

Willing to work away from home? Yes [ ] No [ ] Are you able to work nights? Yes [ ] No [ ] Hourly rate expected? \$ \_\_\_\_\_ /HR

What languages do you speak, read, or write fluently? \_\_\_\_\_

## EDUCATION

Type of School	Name of School	Location	# of Years Completed	Course of Study
High School				
College				
Bus. or Trade School				
Professional School				
Other				

<b>EMPLOYMENT HISTORY</b>					
Position	From (Month / Year)	To (Month / Year)	Employer / Contact / Phone	City / State	Duties

May we contact your present or past employer? Yes [ ] No [ ]

**MILITARY**

Have you ever been in the Armed Forces? Yes [ ] No [ ]      Are you now a member of the National Guard? Yes [ ] No [ ]

Specialty: \_\_\_\_\_      Date Entered: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Discharge Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**OFFICE APPLICANTS ONLY**

Typing? Yes [ ] No [ ] \_\_\_\_\_ #WPM      10-Key? Yes [ ] No [ ] \_\_\_\_\_ #WPM

Personal Computer? Yes [ ] No [ ]      Other Skills? \_\_\_\_\_

If yes, PC [ ] or Apple [ ]

**TRAINING / LICENSES / CERTIFICATIONS**

Please list any training, licenses or certifications held and the dates obtained: (i.e. CDL, Skilled Trade Licenses, Safety, etc.)

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**CRAFT RELATED EXPERIENCE**

Please check & list the years of work experience you have in any of the following (if none, please leave blank):

	# of years		# of years
Backhoe [ ]	_____	Motor Grader [ ]	_____
Carpenter [ ]	_____	Oiler [ ]	_____
Crane [ ]	_____	Painter [ ]	_____
Dozer [ ]	_____	Paving Machine [ ]	_____
Electrician [ ]	_____	Pile Driver [ ]	_____
Finisher (Paving) [ ]	_____	Pipe Layer [ ]	_____
Finisher (Struct.) [ ]	_____	Plant Operator [ ]	_____
Foreman [ ]	_____	Plumber [ ]	_____
Front End Loader [ ]	_____	Raker [ ]	_____
Glazier [ ]	_____	Roller [ ]	_____
Ironworker (Reinf.) [ ]	_____	Scraper [ ]	_____
Ironworker (Struct.) [ ]	_____	Surveying [ ]	_____
Laborer (Semi-skilled) [ ]	_____	Tractor [ ]	_____
Laborer (Unskilled) [ ]	_____	Truck Driver [ ]	_____
Mason [ ]	_____	Welder [ ]	_____
Mechanic [ ]	_____	Other _____ [ ]	_____

If there are other experiences other than what is listed above, please explain:

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**\*\*\*IF RESUME IS AVAILABLE, PLEASE ATTACH TO THIS APPLICATION\*\*\***

**PLEASE READ CAREFULLY**

**APPLICATION FORM WAIVER**

In exchange for the consideration of my job application by Benally / Woodruff Construction (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application, nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like, as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Benally / Woodruff Construction, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President /General Manager of the Company. Both the undersigned and Benally / Woodruff Construction may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contact.

I also understand that (1) the Company has a drug and alcohol policy that provides for preemployment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing, under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report, including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Company, shall be probationary for a period of sixty (60) days, and further, that at any time during the probationary period or thereafter, my employment relationship with the Company is terminable at will, for any reason by either party.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Print Name:** \_\_\_\_\_

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This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

***Thank you for completing this application form and for your interest in our business.***