

3527 Branch Rd Princeton, MN 55371 Phone: (763)389-2827 Email: info@westbranchconstruction.com www.westbranchconstruction.com

Date_____

EMPLOYMENT APPLICATION

This company is an equal employment opportunity employer. All applicants will be considered without regard to age, color, national origin, religion, disability, sex, or other protected status in accordance with applicable federal and state equal employment opportunity laws. This company will strive to accommodate any physical or mental limitations of employees or applicants in order to accomplish the essential functions of a job.

Last Name	First Name				Middle Initial
Address	City		State	Zip	
Previous Address(If above is less than 3 years)	City		State	Zip	
Home Telephone	Cell Phone		Email		
Position(s) Applying For		Rate of Pa	y Expected		
Type of Position Desire D FULL TIME of	or 🛛 PART TIME	🗆 YE	AR-ROUND	or 🗌	SEASONAL
		1			

How did you learn about our company? ______ If Referral, by who? _____

	□ NO	Are you currently employed?
	□ NO	May we contact your present employer?
		If yes, please give contact info:
	□ NO	Have you ever filed an application with us before?
	□ NO	Have you worked for this company before? If yes, dates
	□ NO	If you are under 18 years of age, can you provide the required proof of eligibility to work?
		Do you possess a valid driver's license?
		Do you have the legal right to work in the United States?
□ YES	□ NO	Is there any reason you might be unable to perform the functions of the job for which you have applied, including but not limited to, the ability to lift 75 pounds occasionally?

If yes, explain if you wish. _____

EDUCATION							
Name and Location of High School, College, University and Technical School	Did you Graduate?	Degree or Certificate	Major or Subject				
	🗆 YES 🗆 NO						
	🗆 YES 🗆 NO						
	🗆 YES 🗆 NO						

MILITARY STATUS						
	□ NO	Have you served in the US Armed Forces? Branch	Date			

EMPLOYMENT HISTORY

All driver applicants to drive interstate commerce must provide the following information on all employers during the preceding **3 years**. List complete mailing address, street number, city, state and zip code.

List employers starting with the most recent. Add another sheet as necessary.

PRESENT OR MOST RECENT EMPLOYER				DATE				
Company Name					FROM MO	YR	TO MO	YR
Address	City		State	Zip	POSITI	ON HELD		
Contact Person	Person Phone Number			SALARY/WAGE				
DRIVER APPLICANTS: Did you drive a vehicle requiring a CDL? YES NO REASON					DN FOR LEA	√ING		
May we contact this employer? \Box YE	S [\Box NO If no, pla	ease explain.					
Job Duties								

Company Name				FROM MO YR	TO MO YR
Address	City	State	Zip	POSITION HELD	
Contact Person Phone Number				SALARY/WAGE	
DRIVER APPLICANTS: Did you drive	S □ NO	REASON FOR LEAN	/ING		
May we contact this employer?	S.⊡NO.lfn	no, please explain.			
Job Duties					

Company Name				FROM MO YR	TO MO YR
Address	City	State	Zip	POSITION HELD	
Contact Person	SALARY/WAGE				
DRIVER APPLICANTS: Did you drive	REASON FOR LEAN	/ING			
May we contact this employer? \Box YE	ES 🗆 NO If no, p	lease explain.			
Job Duties					

Company Name					FROM MO YR	TO MO	YR
Address	City		State	Zip	POSITION HELD		
Contact Person Phone Number				SALARY/WAGE			
DRIVER APPLICANTS: Did you drive a vehicle requiring a CDL?				REASON FOR LEA	AVING		
May we contact this employer? \Box YE	S 🗆 NC) If no, pl	ease explain.				
Job Duties							

EXPERIENCE AND QUALIFICATIONS - DRIVER

Drivers Licenses	State	License No.	Class	Endorsement(s)	Expiration Date
held in past					
3 years					
must be shown					

A. Have you even been denied a license, permit, or privilege to operate a motor vehicle?	□ YES	□ NO
B. Has any license, permit or privilege ever been suspended or revoked?		□ NO
IF THE ANSWER TO EITHER A OR B IS YES, GIVE DETAILS		

DRIVING EXPERIENCE if none, write NONE

TYPE OF VEHICLE	DAT	ES	APPROX. NO. OF MILES
	FROM (M/Y)	TO (M/Y)	(TOTAL)

List states operated in for the last five years _____

ACCIDENT RECORD for the past 3 years (attach sheet in more space is needed) if none, write NONE

DATES	NATURE OF ACCIDENT (Head-on, Rear-end, etc.)	INJURIES	FATALIIES	HAZARDOUS MATERIAL SPILL
Last Accident				
Next Previous				
Next Previous				

TRAFFIC CONVICTIONS AND FORFEITURES for the past 3 years (other than parking violations) if none, write NONE

LOCATION	DATE	CHARGE	PENALTY

(ATTACH SHEET IF MORE SPACE IS NEEDED)

I am aware that a consumer report (motor vehicle record) will be obtained on me in the course of consideration for employment and at times throughout my employment.

I hereby authorize, without reservation, any party, state or agency contacted by WEST BRANCH CONSTRUCTION CO., to furnish the above mentioned information.

I hereby authorize procurement of consumer report(s). If hired this authorization shall remain on file and serve as ongoing authorization for you to procure consumer reports at any time during my employment period.

NAME (FIRST, MIDDLE, LAST):	
ADDRESS:	
DATE OF BIRTH:	SOCIAL SECURITY NUMBER:
DRIVERS LICENSE NUMBER:	STATE FOR DL:
SIGNATURE:	

EXPERIENCE AND QUALIFICATIONS – EQUIPMENT AND LABOR

LIST TYPES OF EQUIPMENT YOU CAN OPERATE	YEARS OF EXPERIANCE

List courses and training other than shown elsewhere in this application_____

Describe any specialized training, apprenticeship, skills, and extra-curricular activities _____

Please tell us about past labor experience_____

REFERENCES

Please provide 3 current or former sup	pervisors who are familiar with your qualifications, ac	ctual work history and ability.
Name	Present Address	Phone

I understand that before a final job offer is made, I may be asked to arrange personal reference calls with former
supervisors and others.

SIGNATURE: _____

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK THEM BEFORE SIGNING.

TO BE READ AND SIGNED BY APPLICANT

I understand and agree that:

- Although management makes every effort to accommodate individual preferences, business needs may at any time make the following conditions mandatory: overtime, shift work, weekend, evening work or winter work.
- I understand that I am employed in an "at will" state, and employment is for no definite period of time and that West Branch Construction Co. can change wage, benefits and employment conditions at any time. The Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.
- If a job offer is made by the company, I agree to submit to a post-offer, pre-employment physical examination, fit • for duty test and drug screening test as a condition of employment. I understand that an offer of employment is conditioned upon the results of said testing being satisfactory to the company.
- I understand that any misrepresentation, material omission, or false/misleading information supplied on my application or during my interview may result in the cancellation of this application or my immediate termination of employment.
- My signature authorizes West Branch Construction Co. to make such investigation and inquires of my personal, employment and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons for all liability in responding to inquiries in connection with my application. I authorize said companies, schools or persons named in this employment application to release information regarding my employment, academic records, character and qualifications.
- I authorize said companies to release information from my DOT regulated drug & alcohol testing records. I authorize release of alcohol tests, positive drug tests, refusals to test, other violations of DOT agency regulations, documentation of completion of the return-to-duty following a rule violation, any other information obtained from previous employers of a drug & alcohol rule violation.
- I understand that information I provide regarding current and/or previous employers may be used, and those employer(s) will be contracted, for the purpose of investigating my safety performance history as required by 49CFR 391.23(d) and (e).
- I understand that I have the right to review information provided by current/previous employers, have errors in the information corrected by previous employers and for those previous employers to re-send the corrected information to the prospective employer, and have a rebuttal statement attached to the alleged erroneous information, if the previous employer(s) and I cannot agree on the accuracy of the information.
- I understand that nothing contained in this employment application or in the granting of an interview creates a contract between West Branch Construction Co. and me for employment or for any other benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon West Branch Construction Co.
- If a conditional offer of employment is extended to me by West Branch Construction Co., I understand I may be asked to authorize a background check, which may include a motor vehicle, criminal, education, employer verification and/or a credit check based on the position for which I am being considered.

I have read and understand the above. I also certify that answers given herein are true and complete to the best of my knowledge.

 Applicant's Signature:
 Date:
 /___/

Note: All personnel records are kept confidential and are not released to anyone without written authorization.

This application is valid for only ninety (90) days from the date I signed. If I want to be considered for job openings more than ninety (90) days from the date signed, I will submit a new application.

Mark all sections relevant to the position for which you are applying. Add any other information you want us to know about your abilities in the area provided.

Please rate yourself on a scale 1 (No Experience) to 10 (Highly Skilled) for the following statements:

GENERAL (MUST BE COMPLETED BY ALL APPLICANTS)	1	2	3	4	5	6	7	8	9	10
Taking direction with ability to change tasks when necessary										
Ability to work as a member of a team										
Ability to work independently and self-motivated										
Well organized and maintains a clean and orderly work environment										
Have a strong work ethic										
Other:										

CONSTRUCTION LABORER	1	2	3	4	5	6	7	8	9	10
Load and unload materials, tools and equipment										
Work safely with a variety of hand tools including: compaction equipment, air tools, drill drivers, saws, shovels, rakes, etc.										
Assist in the proper installation of water, sewer, and septic lines										
Physical Ability to lift 75+ pounds										
Able to work in all types of weather conditions										
Follow construction plans and instructions										
Other:										

DUMP TRUCK DRIVER	1	2	3	4	5	6	7	8	9	10
Proper daily maintenance of dump truck										
Operate a Wheel Loader to load dump trucks										
Operate an Excavator to load dump trucks										
Truck spreading of material										
Document and prepare accurate records of loads and time										
Other:										

HEAVY EQUIPMENT OPERATOR	1	2	3	4	5	6	7	8	9	10
Safe and efficient operation of equipment										
Transport heavy equipment safely and efficiently										
Mechanically able to perform simple repairs										
Understand workings and daily maintenance of heavy equipment										
Other:										

SKID LOADER OPERATOR	1	2	3	4	5	6	7	8	9	10
Proper daily maintenance of Skid loader										
Safe and efficient operation of Skid loader										
Load and transport Skid loader, attachments and materials to job site										
Backfill trenches and foundations with Skid loader										
Fine grading of job sites with Skid loader										
Use of various attachments for Skid loader										
Other:										

EXCAVATOR OPERATOR	1	2	3	4	5	6	7	8	9	10
Proper daily maintenance of Excavator										
Safe and efficient operation of Excavator, including proper benching and sloping of trenches										
Load and transport Excavator and materials to job site										
Dig trenches for utilities and foundations with Excavator										
Load dump trucks with Excavator										
Demolition work with Excavator										
Dig around utilities and laborers in trenches with Excavator										
Able to read blueprints/plans and properly set laser to achieve required grade (consistently within .1/ft or better)										
Other:										

DOZER OPERATOR	1	2	3	4	5	6	7	8	9	10
Proper daily maintenance of Dozer										
Safe and efficient operation of Dozer										
Load and transport of Dozer to job site										
Backfill trenches and foundations with Dozer										
Rough and fine grading of jobsites with Dozer										
Operate Dozer outfitted with GPS technology										
Operate Dozer without GPS technology										
Other:										

MOTOR GRADER OPERATOR	1	2	3	4	5	6	7	8	9	10
Proper daily maintenance of Motor Grader										
Safe and efficient operation of Motor Grader										
Pre-shaping of road beds with Motor Grader										
Placement of road base with Motor Grader										
Grading of roads with Motor Grader										
Plowing snow with Motor Grader										
Able to maintain proper surface drainage of gravel road										
Other:										