

Education

High School:

Name & Location: _____
Course of Study _____
Years Completed _____
Did you Graduate? _____

College:

Name & Location: _____
Course of Study _____
Years Completed _____
Did you Graduate? _____

Trade, Business or Correspondence School:

Name & Location: _____
Course of Study _____
Years Completed _____
Did you Graduate? _____

References

List name and telephone number of three (3) business / work references who are not related to you. If not applicable to you, list three (3) school or personal references who are not related to you.

Reference #1:

Name: _____
Telephone: () _____
Years Known: _____

Reference #2:

Name: _____
Telephone: () _____
Years Known: _____

Reference #3:

Name: _____
Telephone: () _____
Years Known: _____

Skills

Check all that apply.

- | | | |
|-------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Dozer | <input type="checkbox"/> Labor | <input type="checkbox"/> Mechanic |
| <input type="checkbox"/> Excavator | <input type="checkbox"/> Concrete | <input type="checkbox"/> CDL Driver |
| <input type="checkbox"/> Rock Truck | <input type="checkbox"/> Carpentry | <input type="checkbox"/> Other |
| <input type="checkbox"/> Compactor | <input type="checkbox"/> Pipe Layer | |

In Case of Emergency

In the case of an emergency notify:

Name: _____ Home Telephone: () _____
Address: _____ Work Telephone: () _____
Relation to Applicant: _____

Job Requirements

Please be advised that the job you are applying for has special requirements. The following requirements are necessary in order to adequately perform the job and you must be able to comply with all requirements. Should Manning Construction L.L.C., find out after the fact that you have misstated your abilities then such misstatements are grounds for immediate dismissal.

The requirements are:

1.) A valid drivers license and access to personal vehicle. This job requires driving to and from job sites and on other occasions if a company vehicle is not available.

Yes, I can meet this requirement.

No, I can't meet this requirement.

2.) Working with potentially dangerous tools and equipment. This job requires the use of power saws, drills, welders, and other equipment. Employees should have at least a rudimentary knowledge of this type of equipment and a willingness to learn to use such equipment.

Yes, I can meet this requirement.

No, I can't meet this requirement.

3.) Working around danger. This job involves working around heavy equipment, deep excavation, and hazardous conditions.

Yes, I can meet this requirement.

No, I can't meet this requirement.

4.) Working with measuring devices. This job requires the use of basic measuring devices such as tape measures, rulers, squares, and other measuring devices. Applicants should be able to do basic computations in regard to measurements.

Yes, I can meet this requirement.

No, I can't meet this requirement.

5.) Lifting heavy loads. This job requires that loads up to 50 pounds be lifted several times per day.

Yes, I can meet this requirement.

No, I can't meet this requirement.

6.) Working away from home. This job requires that some employees will have to work out of town for many weeks per year, commuting on a daily basis. All applicants should be able to be away from home on a daily basis.

Yes, I can meet this requirement.

No, I can't meet this requirement.

7.) Pre-employment and Random drug testing. This job requires that all applicants will submit to a pre-employment drug test and all employees will submit to random drug testing. The full testing policy is available upon request.

Yes, I understand this requirement.

No, I don't understand this requirement.

8.) Probation period. All applicants should understand that their employment with Manning Construction L.L.C. is temporary and for a ninety (90) day probation period. At the end of the ninety (90) days, employee job performance will be assessed and the employee will either be hired, dismissed or their probation will be extended for an additional period of time. However, all employees are considered to be "at will" employees and may be discharged for any non-discriminatory reason.

Yes, I understand this requirement.

No, I don't understand this requirement.

I, the undersigned, have read and understand the above job requirements and can fully meet all of the requirements. I understand that my acknowledgment of my ability to meet these requirements is a material inducement to Manning Construction, L.L.C. to hire me, and that if I have misstated my abilities, I may be immediately dismissed from employment.

Done this _____ day of _____, 20__.

WITNESS

APPLICANT

Motor Vehicle Record Authorization

I authorize Manning Construction, L.L.C., to obtain and review my Motor Vehicle Record (MVR) as a prospective employee before an offer for employment is extended, subsequent to being hired Manning Construction, L.L.C. is authorized to obtain and review a Motor Vehicle Record on an annual basis.

Drivers Licenses # _____

Signature of Applicant: _____

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

I give the Employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

The Employer is an Equal Opportunity Employer. The Employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the Employer and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the Employer has the authority to make any assurance to the contrary.

Signature of Applicant _____

Date _____ / ____ / ____

For Office Use Only:

DOH: _____ / ____ / ____

DOB: _____ / ____ / ____

Comments: _____

