

*Please note – Incomplete applications
will not be accepted*



*An Equal Opportunity
Employer*

PALMETTO GRADING & DRAINAGE, INC.

223 Northeast Drive, Spartanburg, SC 29303



Phone (864) 327-3330 Fax (864) 327-3098

Date: _____

APPLICATIONS KEPT ON FILE FOR 90 DAYS

| | | | | |
|--------------------------------------|--------------------------------|------------------------------|-----------------------------|----------|
| Last Name | First Name | Middle Initial | Social Security Number | |
| Present Address | Street | City | State | Zip Code |
| Permanent Address | Street | City | State | Zip Code |
| Telephone # | Are you 18 years old or older? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Do you have a valid drivers license? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | |
| Position Desired? | Date Available? | Desired Salary? | | |

How were you referred to us? Walk-In Newspaper Ad Employee Referral

Other Explain: _____

List any relative(s) and/or friend(s) employed by Palmetto Grading & Drainage, Inc.: _____

Emergency Contact : _____ Telephone #: _____

Are you a U.S. Citizen? Yes No If not, what type of Visa do you hold? _____

If any information requested on this application appears under a different name, please list the name: _____

| Education Background | Name of School | City & State | Degree | Graduated / GED | |
|-----------------------|----------------|--------------|--------|-----------------|----|
| | | | | Yes | No |
| High School | | | | | |
| Business/Trade School | | | | | |
| College | | | | | |
| Other (explain) | | | | | |

EMPLOYMENT HISTORY

Please list all employment, including military service. Begin with the most recent employment and use additional pages as necessary to give a complete history.

| | | |
|--|---------------------|--|
| Name of Employer | Address | Dates of Employment: From To |
| Job Title | Department | Name of Supervisor |
| Describe Major Job Duties: | | |
| Salary: <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly | Reason for Leaving: | |
| | | |
| Name of Employer | Address | Dates of Employment: From To |
| Job Title | Department | Name of Supervisor |
| Describe Major Job Duties: | | |
| Salary: <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly | Reason for Leaving: | |
| | | |
| Name of Employer | Address | Dates of Employment: From To |
| Job Title | Department | Name of Supervisor |
| Describe Major Job Duties: | | |
| Salary: <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly | Reason for Leaving: | |
| | | |

If additional room is needed – Please use the back of this form.

May we contact your present employer? Yes No

Have you ever been convicted of a criminal offense other than minor traffic violations? Yes No

If yes, please explain: _____

Rate your ability to operated each piece of equipment listed below with “1” being the lowest and “5” being the highest.

| | | 1 | 2 | 3 | 4 | 5 | COMMENTS – Additional Information to assist in evaluation |
|----|--------------|---|---|---|---|---|---|
| A. | Dump Truck | | | | | | |
| B. | Dozer | | | | | | |
| C. | Loader | | | | | | |
| D. | Motor Grader | | | | | | |
| E. | Skid Steer | | | | | | |
| F. | Track Hoe | | | | | | |

REFERENCES

List the names of three personal references who know you well. Do not list former employers, relatives, or close friends.

| Name | Street & City Address | Telephone | Occupation | Length of Acquaintance |
|------|-----------------------|-----------|------------|------------------------|
| | | | | |
| | | | | |
| | | | | |

PLEASE READ BEFORE SIGNING

If you have any questions regarding this statement, ask the employment specialist before signing.

I hereby affirm that the information provided on this application is true to the best of my knowledge. I agree that misleading or falsified information and / or omission may disqualify me from further consideration for employment and may be considered justification for dismissal when discovered at a later date. I further understand that employment may be contingent upon my passing a physical examination to the satisfaction of Palmetto Grading & Drainage, Inc. If employment is obtained under this application, I will comply with all rules and regulations of Palmetto Grading & Drainage, Inc.

I authorize my former employers to release any information they may have regarding me. I also authorize a background check to be conducted by Palmetto Grading & Drainage, Inc. I agree that if employed, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated. I hereby acknowledge that I have read and understand the foregoing disclosure.

Signature

Date