



*GRADUATE SCHOOL						1 2 3 4	
OTHER							

Please list any special licenses, professional registrations or credentials you possess:

---

Please list any additional skills, professional/technical knowledge or volunteer work experience that would support your application:

---

Computer Skills: \_\_\_\_\_

Are you presently employed?  Yes  No

If yes, may we contact your current employer?  Yes  No

May we contact your former employer? If not, please list the employers which you do not wish us to contact and why:

---



---

Have you ever been discharged (fired) from a job?  Yes  No Employer \_\_\_\_\_

\*\*\*\*\*

List your employment experience, beginning with your current or last position and working back. Include military experience and account for periods during which you were unemployed. If necessary, attach additional sheets to account for all employment in the **Last 5 Years.**

### Employment Experience

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4">DATES EMPLOYED</th> <th rowspan="2">TOTAL TIME</th> </tr> <tr> <th colspan="2">FROM</th> <th colspan="2">TO</th> </tr> <tr> <th>MO</th> <th>YR</th> <th>MO</th> <th>YR</th> <td></td> </tr> </table>	DATES EMPLOYED				TOTAL TIME	FROM		TO		MO	YR	MO	YR		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>GROSS MONTHLY SALARY STARTING \$ _____ FINAL \$ _____</td> </tr> <tr> <td> <input type="checkbox"/> FULL TIME    <input type="checkbox"/> SEASONAL  <input type="checkbox"/> PART TIME    <input type="checkbox"/> TEMPORARY         </td> </tr> </table>	GROSS MONTHLY SALARY STARTING \$ _____ FINAL \$ _____	<input type="checkbox"/> FULL TIME <input type="checkbox"/> SEASONAL <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMPORARY	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>COMPANY NAME _____ JOB TITLE _____</td> </tr> <tr> <td>STREET ADDRESS _____</td> </tr> <tr> <td>CITY _____ STATE _____ TELEPHONE ( ) _____</td> </tr> <tr> <td>IMMEDIATE SUPERVISOR _____</td> </tr> <tr> <td>TITLE _____</td> </tr> <tr> <td>DUTIES _____</td> </tr> <tr> <td>REASON FOR LEAVING _____</td> </tr> </table>	COMPANY NAME _____ JOB TITLE _____	STREET ADDRESS _____	CITY _____ STATE _____ TELEPHONE ( ) _____	IMMEDIATE SUPERVISOR _____	TITLE _____	DUTIES _____	REASON FOR LEAVING _____
DATES EMPLOYED				TOTAL TIME																					
FROM		TO																							
MO	YR	MO	YR																						
GROSS MONTHLY SALARY STARTING \$ _____ FINAL \$ _____																									
<input type="checkbox"/> FULL TIME <input type="checkbox"/> SEASONAL <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMPORARY																									
COMPANY NAME _____ JOB TITLE _____																									
STREET ADDRESS _____																									
CITY _____ STATE _____ TELEPHONE ( ) _____																									
IMMEDIATE SUPERVISOR _____																									
TITLE _____																									
DUTIES _____																									
REASON FOR LEAVING _____																									

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4">DATES EMPLOYED</th> <th rowspan="2">TOTAL TIME</th> </tr> <tr> <th colspan="2">FROM</th> <th colspan="2">TO</th> </tr> <tr> <th>MO</th> <th>YR</th> <th>MO</th> <th>YR</th> <td></td> </tr> </table>	DATES EMPLOYED				TOTAL TIME	FROM		TO		MO	YR	MO	YR		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>GROSS MONTHLY SALARY STARTING \$ _____ FINAL \$ _____</td> </tr> <tr> <td> <input type="checkbox"/> FULL TIME    <input type="checkbox"/> SEASONAL  <input type="checkbox"/> PART TIME    <input type="checkbox"/> TEMPORARY         </td> </tr> </table>	GROSS MONTHLY SALARY STARTING \$ _____ FINAL \$ _____	<input type="checkbox"/> FULL TIME <input type="checkbox"/> SEASONAL <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMPORARY	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>COMPANY NAME _____ JOB TITLE _____</td> </tr> <tr> <td>STREET ADDRESS _____</td> </tr> <tr> <td>CITY _____ STATE _____ TELEPHONE ( ) _____</td> </tr> <tr> <td>IMMEDIATE SUPERVISOR _____</td> </tr> <tr> <td>TITLE _____</td> </tr> </table>	COMPANY NAME _____ JOB TITLE _____	STREET ADDRESS _____	CITY _____ STATE _____ TELEPHONE ( ) _____	IMMEDIATE SUPERVISOR _____	TITLE _____
DATES EMPLOYED				TOTAL TIME																			
FROM		TO																					
MO	YR	MO	YR																				
GROSS MONTHLY SALARY STARTING \$ _____ FINAL \$ _____																							
<input type="checkbox"/> FULL TIME <input type="checkbox"/> SEASONAL <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMPORARY																							
COMPANY NAME _____ JOB TITLE _____																							
STREET ADDRESS _____																							
CITY _____ STATE _____ TELEPHONE ( ) _____																							
IMMEDIATE SUPERVISOR _____																							
TITLE _____																							

REASON FOR LEAVING	DUTIES
--------------------	--------

DATES EMPLOYED				TOTAL TIME	COMPANY NAME _____ JOB TITLE _____
FROM		TO			
MO	YR	MO	YR		STREET ADDRESS _____
GROSS MONTHLY SALARY STARTING \$ _____ FINAL \$ _____					CITY _____ STATE _____ TELEPHONE ( ) _____
<input type="checkbox"/> FULL TIME <input type="checkbox"/> SEASONAL <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMPORARY					IMMEDIATE SUPERVISOR _____
					TITLE _____

REASON FOR LEAVING	DUTIES
--------------------	--------

DATES EMPLOYED				TOTAL TIME	COMPANY NAME _____ JOB TITLE _____
FROM		TO			
MO	YR	MO	YR		STREET ADDRESS _____
GROSS MONTHLY SALARY STARTING \$ _____ FINAL \$ _____					CITY _____ STATE _____ TELEPHONE ( ) _____
<input type="checkbox"/> FULL TIME <input type="checkbox"/> SEASONAL <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMPORARY					IMMEDIATE SUPERVISOR _____
					TITLE _____

REASON FOR LEAVING	DUTIES
--------------------	--------

Explain in detail any time lapses in the above record due to unemployment or other reasons:

---



---



---

**CERTIFICATION:** I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand any false statements made herein will void this application and any actions based on record, and driving record when deemed necessary by Houston Barricade & Supply, LLC.

I understand and agree that I may be required to submit to a pre-placement physical examination by a licensed physician to confirm my ability to perform the essential functions of any position offered to me by Houston Barricade & Supply, LLC with or without reasonable accommodations; information obtained regarding my medical condition or history shall be collected and maintained on separate forms and in separate medical files and shall be treated as confidential except that relevant to supervisor/managers may be informed regarding necessary restrictions and/or accommodations. The results of any such physical examinations shall be used only in accordance with the Americans with Disabilities Act. I understand and agree that Houston Barricade & Supply, LLC is an AT-WILL employer, and nothing contained in this employment application, Houston Barricade & Supply, LLC policies and procedures, or anything stated in an employment interview or

letter offering employment shall be construed to create a contractual employment relationship or property interest; no supervisor has the authority to modify the at-will status of employment. Any such modifications must be in writing and signed by the Director of HR.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PERSONAL REFERENCES**

You may list up to three personal references. However, personal references are not to required to be considered in the application process.

Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

---

Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
\_\_\_\_\_

---

Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

---

## APPLICATION INSTRUCTIONS

1. All applications, including past and present employees of Houston Barricade & Supply, LLC must submit a completed application for EACH POSITION for which they wish to apply.
2. Please answer all questions completely and accurately. If an item does not apply to you, or if there is no information to be given, please write in the letters “N/A” for “not applicable”.
3. **Comments such as “See Resume” are NOT ACCEPTABLE.** The application form is the primary tool used in the application process. Other job-related information such as resumes, letters of application, certifications, recommendations, and college transcripts may be attached to your application.
4. When listing employment experience, please LIST YOUR PRESENT OR LAST POSITION FIRST, then work back, including military experience. Account for ALL PERIODS OF UNEMPLOYMENT.
5. You will normally be contacted by telephone only if the hiring department selects you as a finalist for the position. The telephone number listed on the front of your application will be used to contact you. Inability to contact an applicant due to a wrong number or repeated calling with no one answering may delay consideration and could mean loss of employment opportunities.
6. Under the Immigration Inform Act and Control Act of 1986, all applications hired must provide proof of employment eligibility and identification within three working days of employment.
7. Houston Barricade & Supply, LLC will provide equal opportunity for all employees and applicants employment without prejudice in regard to race, color, religion, disability, national origin, sex, or age, except where age or physical status is a bona-fide occupational qualification. Houston Barricade & Supply, LLC will not refuse to hire an applicant with a disability because of a disability if the applicant can perform the essential functions of the job with reasonable accommodations.

You are not required to disclose information about physical or mental limitations that you believe will not interfere with your capability to perform the job. On the other hand, if you want Houston Barricade & Supply, LLC to consider special arrangements to accommodate a physical or mental impairment, you may identify that impairment during an interview and suggest what kind of accommodation that you believe would be appropriate. Any information provided will kept confidential and solely in accordance with the Americans with Disabilities Act. The failure to disclose that information will not disqualify you from employment or otherwise adversely affect your employment opportunities with Houston Barricade & Supply, LLC.

## Motor Vehicle/Criminal history Check Information Form

Houston Barricade & Supply, LLC checks the criminal history of all top candidates. The following information is needed in order to check criminal history records.

### Please Print

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI \_\_\_\_\_ Position \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Sex:  Male  Female

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM DD YY

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

Houston Barricade & Supply, LLC is self-insured. It is a business necessity for Houston Barricade & Supply, LLC to hire only employees what are safe drivers and who maintain a good driving record. The questions listed below are intended to ensure all applicants meet at least the minimum driving record requirements as outlined in **Administrative Policy 4(d)(3)**, Vehicle Driving Records. The position you are applying for may require driving a vehicle as a function of the job. Houston Barricade & Supply, LLC will conduct a driver's license record check to verify your eligibility to drive for Houston Barricade & Supply, LLC. Please provide information indicated below to facilitate this driver's license check. **If the position for which you are applying does not require to drive a vehicle, the completion of questions 1 through 3 voluntary. Please continue on reverse side.**

1. Has your Driver's license been suspended or revoked in the last five (5) years?

No  Yes If yes give details:

\_\_\_\_\_

2. How many traffic accidents have you been involved in, regardless of the amount of damage, where you were the driver of a vehicle (whether or not the accident was reported/investigated by the police or reported to the state) in the last three (3) years.

\_\_\_\_\_  
\_\_\_\_\_

3. List the number and type of traffic violations for which you have received a traffic citation (including ones in which you took Defensive Driving or received Deferred Adjudication) in the last three (3) years.

\_\_\_\_\_  
\_\_\_\_\_

This form will be detached from your application before your application is reviewed. The information on the front of this form will only be used to verify driving eligibility.

**Falsification of this document or any other document completed during the application process shall result in your removal from the selection process. Falsification of such documents may also lead to termination if the falsification is found after an offer of employment.**

## Supplemental Work & Personal History Form

The following information is **requested for Human Resources use only**, this form will not be forwarded to the department in which you are applying.

**INSTRUCTIONS:** Answer **all** questions. Omitted questions will be grounds for disqualification of your application. Falsification of information is grounds for disqualification of your application or immediate termination of employment. All certification statements agreed to on the general Houston Barricade & Supply, LLC application apply to information given here.

### ***Within the last Five (5) Years, Have You Ever Been Discharged or Disciplined by an Employer for:***

Absenteeism             Yes  No  Discharges  Disciplines Employer \_\_\_\_\_

Tardiness              Yes  No  Discharges  Disciplines Employer \_\_\_\_\_

Job Abandonment     Yes  No  Discharges  Disciplines Employer \_\_\_\_\_

### **Other Attendance**

Related Problems     Yes  No  Discharges  Disciplines Employer \_\_\_\_\_

Fighting               Yes  No  Discharges  Disciplines Employer \_\_\_\_\_

Assault                 Yes  No  Discharges  Disciplines Employer \_\_\_\_\_

Insubordination      Yes  No  Discharges  Disciplines Employer \_\_\_\_\_

Violating Safety Rules  Yes  No  Discharges  Disciplines Employer \_\_\_\_\_

Explain any "Yes" responses given above: \_\_\_\_\_

Missed more than 7 scheduled work days (excluding vacation or absences related to a serious health condition) in any one of the last three years? If yes, explain reasons: \_\_\_\_\_

### ***Have you ever been disciplined or discharged by an employer for:***

Theft     Yes  No  Discharged  Disciplined Employer \_\_\_\_\_

Being Under the Influence of Alcohol or Drugs at Work  
 Yes  No  Discharged  Disciplined Employer \_\_\_\_\_

Possession of Alcohol or Drugs while at Work  
 Yes  No  Discharged  Disciplined Employer \_\_\_\_\_

Sale of Alcohol or Drugs at Work  
 Yes  No  Discharged  Disciplined Employer \_\_\_\_\_

Unauthorized Removal of Employer's Property  
 Yes  No  Discharged  Disciplined Employer \_\_\_\_\_

Falsifying Employment and/or Education Information  
 Yes  No  Discharged  Disciplined Employer \_\_\_\_\_

Have you ever been discharged or fired (fired) from a job?  Yes  No Employer \_\_\_\_\_

Have you ever been convicted of a crime excluding minor traffic offenses?  Yes  No

Have you ever been placed on deferred adjudication?  Yes  No

Are you currently on probation?  Yes  No

Have you previously failed or refused a DOT drug or alcohol pre-employment test within the last two years?  Yes  No

Explain any "Yes" responses given above: \_\_\_\_\_

---

## APPLICATION AUTHORIZATION FOR CONSUMER REPORT

I understand that consumer reports may be obtained for employment purposes with Houston Barricade & Supply, LLC. The reports will not be used in violation of any applicable federal or state equal opportunity law or regulation. If adverse action is taken regarding my employment, based in whole or in part on the consumer report, Houston Barricade & Supply, LLC will provide me a copy of the consumer report and a summary of the consumer's rights as prescribed by the Fair Credit Reporting Act.

I, \_\_\_\_\_, do hereby authorize Houston Barricade & Supply, LLC to obtain a consumer report for employment purposes.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date