



APPLICATION FOR EMPLOYMENT

Oglesby Construction, Inc. is an Equal Employment Opportunity Employer.
Applicants are considered for all positions without regard to race, color, religion, national origin, age, sex, marital or veteran status, mental or physical disability, or other protected class.

Date of Application _____

(PLEASE PRINT)

Position(s) applying for _____

Name _____
(Last) (First) (Middle)

Address _____
(Number) (Street)

(City) (State) (Zip)

Telephone (_____) _____ Email _____

Are you available to work: Full-Time _____ Part-Time _____

On what date would you be available for work? _____

Are you legally eligible to work in the United States? Yes ___ No ___

Are you age 18 or older? Yes ___ No ___

Have you ever filed an application here before? Yes ___ No ___

Have you ever been employed here before? Yes ___ No ___

Are you currently employed? Yes ___ No ___

Can you travel if a job requires it? Yes ___ No ___

Are you able to perform the essential functions of the job for which you have applied either with or without reasonable accommodations? Yes ___ No ___

If no, please explain _____

REFERRAL SOURCE:

___ Advertisement ___ Friend ___ Relative _____
___ Employment Agency ___ Walk-in ___ Other _____

DRIVER'S LICENSE INFORMATION:

Do you have a current and valid Driver's License? Yes ___ No ___

Do you have a CDL? Yes ___ No ___

If yes, please indicate the following:

CDL Classification: _____

Endorsements: _____

Restrictions: _____

Do you have a current CDL-required Medical/Physical Card? Yes ___ No ___

Oglesby Construction, Inc. will obtain a Motor Vehicle Report on applicants who are chosen during the initial screening process. The Motor Vehicle Report is used as a management tool to help Oglesby Construction, Inc. to further identify qualified candidates for available positions.

REFERENCES:

Provide the name, address, and telephone # of three (3) references who are not related to you and are not previous employers.

Name	Relationship	Address (City, State)	Telephone Number

SPECIAL SKILLS AND QUALIFICATIONS:

Summarize special skills and qualifications acquired from employment or other experience.

EMPLOYMENT EXPERIENCE:

Start with your current or last job. Include any jobs associated with the position for which you are applying.

Employer Name:
Address:
Telephone Number:
Job Title / Job Description:
Dates of Employment:
Name and Title of Supervisor/Manager:
Reason for Leaving:

Employer Name:
Address:
Telephone Number:
Job Title / Job Description:
Dates of Employment:
Name and Title of Supervisor/Manager:
Reason for Leaving:

Employer Name:
Address:
Telephone Number:
Job Title / Job Description:
Dates of Employment:
Name and Title of Supervisor/Manager:
Reason for Leaving:

ACKNOWLEDGEMENT

Please read the language below carefully. Should you have any questions regarding the language, please seek assistance prior to signing this document.

I certify that answers given herein are true, accurate and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In event of employment, I understand that false or misleading information given or omissions in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations that OGLESBY CONSTRUCTION, INC. may institute from time to time, in its discretion. I further understand that no personal recruiter, interviewer, or other representative of OGLESBY CONSTRUCTION, INC., other than its Executives, has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

I understand that this Application for Employment, copies of rules, regulations policies, and any other document of OGLESBY CONSTRUCTION, INC. are not contracts of employment, and that any individual who is hired may voluntarily leave employment upon proper notice, or may be terminated at any time and for any reason or not reason. I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

I understand that any employment offered is AT WILL and is for an indefinite duration. Furthermore, I understand that I may resign at any time and OGLESBY CONSTRUCTION, INC. may discharge me at any time without notice or cause.

Applicants who are offered employment will be required to voluntarily submit to a pre-employment urinalysis drug test at a laboratory chosen by OGLESBY CONSTRUCTION, INC. and to sign a consent agreement which will release OGLESBY CONSTRUCTION, INC. from liability associated with said test.

I understand that any offer of employment is contingent upon passing a pre-employment drug test. Any applicant with a positive pre-employment drug test result will be denied employment at that time, but may initiate another inquiry with OGLESBY CONSTRUCTION, INC. at a later date.

I understand that I will also have to complete a separate Background Check Disclosure, Authorization and Release as part of this application process.

(Signature of Applicant)

(Date)

Equal Employment Opportunity / Affirmative Action Voluntary Applicant Data Record

OGLESBY CONSTRUCTION, INC. is an Equal Employment Opportunity employer. Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or disability, or other protected status.

As employers/government contractors, OGLESBY CONSTRUCTION, INC. complies with government regulations and Affirmative Action responsibilities.

To help us comply with federal/state equal opportunity record keeping, reporting, and other legal requirements, please complete this Applicant Data Record. This Record is voluntary. Your participation is appreciated.

This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

(PLEASE PRINT)

Date of Application _____

Name _____
(Last) (First) (Middle)

Address _____
(Number) (Street)

(City) (State) (Zip)

AFFIRMATIVE ACTION SURVEY

Government agencies require periodic reports on sex, ethnicity, disability, and veteran status of applicants. This data is for analysis and for Affirmative Action information only. .

Gender: ___ Male ___ Female

Check one of the following Race/Ethnic Groups:

- White
- Black
- American Indian or Alaskan Native
- Hispanic
- Asian or Pacific Islander

Check if any of the following are applicable:

- Vietnam Veteran
- Disabled Veteran
- Disabled Individual

(Signature of Applicant)

(Date)

Background Check Disclosure, Authorization and Release

Section 1: Disclosure

This form, which you should read carefully, has been provided to you because OGLESBY CONSTRUCTION, INC. may request consumer reports and/or investigative consumer reports on you from a consumer reporting agency. OGLESBY CONSTRUCTION, INC. will use any such report(s) solely for employment related purposes.

I understand that consumer reports and/or investigative consumer reports on me will be obtained by a background check vendor and provided to OGLESBY CONSTRUCTION, INC. Any such reports may contain information bearing on my character, general reputation, personal characteristics, mode of living and credit standing. The types of information that may be obtained include, but are not limited to: credit reports, social security number verification, criminal records checks, public court records checks, driving records checks, educational records checks, verification of employment positions held, workers' compensation records (only post-offer), personal and professional reference checks, licensing and certification checks, etc. The information contained in these reports may be obtained by the vendor from private and/or public record sources, including sources identified by you on your application or through interviews or correspondence with your past or present coworkers, neighbors, friends, associates, current or former employers, educational institutions or other acquaintances.

The information provided in this form is for MVR purposes only and will be kept in a Confidential File separate from the Application for Employment.

OGLESBY CONSTRUCTION, INC. has disclosed to me that it may obtain a Motor Vehicle Report as part of its background investigative process for employment purposes. This Motor Vehicle Report (MVR) is used as a tool to help in the identification of qualified employees.

I authorize the use of my date of birth and my Driver's License information (as noted below), to OGLESBY CONSTRUCTION, INC. in order to obtain a Motor Vehicle Report to be used for hiring and employment purposes.

Should I become employed by OGLESBY CONSTRUCTION, INC., my MVR will be retained by the Company.

I understand that, if my MVR does not fall within the standards for employment as set forth by OGLESBY CONSTRUCTION, INC., I will not be eligible for employment. I understand that if I am denied employment as result of information obtained from my background check, OGLESBY CONSTRUCTION, INC. will furnish me with a summary of my rights under the Fair Credit Reporting Act in a form issued by the Consumer Financial Protection Bureau entitled "A Summary of your Rights Under the Fair Credit Reporting Act."

Section 2: Authorization and Release

I have carefully read and understand this Disclosure, Authorization and Release form. By my signature below, I consent to the release of consumer reports and/or investigative consumer reports to OGLESBY CONSTRUCTION, INC. in conjunction with my job application. I also authorize disclosure to OGLESBY CONSTRUCTION, INC. and/or to the background check vendor of information concerning my employment history, earning history, education, credit history, credit capacity, and credit standing, motor vehicle history and standing, criminal history and all other information OGLESBY CONSTRUCTION, INC. deems pertinent by any individual, corporation or other private or public entity, including, without limitation, the following: employers; learning institutions, including colleges and universities; law enforcement agencies; federal, state and local courts; the military; credit bureaus; motor vehicle records agencies; and other applicable sources. I hereby release and hold the vendor and OGLESBY CONSTRUCTION, INC., its officers, directors, shareholders, employees, agents and trustees harmless from any and all liability with respect to the consumer reports, investigative consumer reports, investigations, verifications and/or the use of any information relevant to my employment.

I understand that if OGLESBY CONSTRUCTION, INC. hires me, my consent will apply throughout my employment to the extent permitted by law, unless I revoke or cancel my consent by sending a signed letter or statement to the President of OGLESBY CONSTRUCTION, INC. I also understand that, to the extent allowed by law, information contained in my job application or otherwise disclosed by me before, during or after my employment, if any, may be used for the purpose of obtaining consumer reports and/or investigative consumer reports.

This Background Check Disclosure, Authorization and Release form, in original, faxed, photocopied or electronic form, will be valid for any reports that may be requested by OGLESBY CONSTRUCTION, INC.

I understand that providing any false information or omitting any material information on my application materials or in the interview process will be sufficient grounds for rejection of the application or termination of employment whenever discovered.

Section 3: Applicant Information

(PLEASE PRINT)

Name _____
(Last) (First) (Middle)

Address _____
(Number) (Street)

(City) (State) (Zip)

Social Security Number: _____

Date of Birth: _____

Driver's License Number: _____

Driver's License State: _____

Expiration Date: _____

Do you have a CDL? Yes ____ No ____

If yes, please indicate the following:

CDL Classification: _____

Endorsements: _____

Restrictions: _____

Do you have a current CDL-required Medical/Physical Card? Yes ____ No ____

My signature below signifies my receipt of this disclosure, authorization, and release of the above mentioned items.

(Signature of Applicant)

(Date)