



City Hill Excavating, Inc.

Employment Application (Please Print)

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, veteran status, or any other legally protected status.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Do any of your friends or relatives, other than spouse, work here? YES NO If yes, state name and relationship _____

Are you currently employed? YES NO If yes, may we contact your current employer? YES NO

Can you travel if a job requires it? YES NO If you are under 18 years of age, can you provide required proof of your eligibility to work? YES NO

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: (Specify) _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three personal/professional references.

Do Not Include family members or past supervisors

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Driving Record Information

The position you are applying for may require a valid NYS Class D or Commercial Driver's License., with or without endorsements, and a safe driving record. Failure to state accurate information, falsifying of any of the information requested herein, or a driving record deemed unacceptable by the insurance carrier may result in disqualification of employment consideration.

Have you had three (3) or more tickets or accidents within the past three (3) years? YES NO

Have you had one (1) or more chargeable DUI or DWI's within the past five (5) years? YES NO

Have you had one (1) or more excessive (over 25 MPH) speeding tickets within the past three (3) years? YES NO

Work Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ From: _____ To: _____

Responsibilities: _____

Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

List professional, trade, business or civic activities and offices held.

You may Exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Special Purpose Questions

DO NOT ANSWER ANY OF THE QUESTIONS IN THIS SECTION UNLESS THE EMPLOYER HAS CHECKED THE BOX PRECEEDING A QUESTION, THEREBY INDICATING THAT THE INFORMATION IS REQUIRED FOR A BONA FIDE OCCUPATIONAL QUALIFICATION, OR DICTATED BY NATIONAL SECURITY LAWS, OR IS NEEDED FOR OTHER LEGALLY PERMISSIBLE REASONS. THE INFORMATION DISCLOSED WILL NOT BE USED TO DISCRIMINATE AGAINST THE APPLICANT DURING THE HIRING PROCESS FOR ANY REASONS RELATING TO RACE, COLOR, SEX, RELIGIOUS AFFILIATION, NATIONAL ORIGIN, GENDER OR ANY DISABILITY.

Have you been convicted of a felony within the last 5 years? Yes No If Yes, please explain: _____

This question is being asked because the job for which you are applying is considered a "security-sensitive" job, requiring a very high level of trust such as any position in which the employee handles currency, has access to a job-related computer terminal, has a master key, or works in an area which has been designated as a security-sensitive area. Answering yes to this question will not constitute an automatic rejection of employment. The date of the offense, the seriousness and nature of the violation, rehabilitation, and position applied for will all be considered. If your record was expunged, sealed or set aside, you may answer "no" to the above question.

I understand and agree that, in the event that I am offered a job, I may be required to take one or more: physical examination: drug test, as a condition of hiring or continued employment. I agree to consent to take such test(s) at such time as designated by the Company and to release the Company, its directors, officers, agents or employees from any claim arising in connection with the use of such test(s), other than claims related to privacy violations and/or discrimination under applicable federal and state laws. I understand that all potential employees are required to take a physical examination and/or drug test and that, in compliance with federal law, the records of such test will be kept confidential and the information obtained will not be used to discriminate on the basis of disability, health problems, or medical conditions.
 Yes No

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

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

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulation of the employer.

Signature: _____ Date: _____