



P.O. BOX 1387 • HEALDSBURG, CA 95448

APPLICATION FOR EMPLOYMENT - AN EQUAL OPPORTUNITY EMPLOYER

Engelke Construction, Inc. maintains a policy of the treating of all employees and applicants for employment without regard to race, color, creed, religion, national origin, gender, age, disability, marital status, veteran status, sexual orientation or affectional preference, citizenship or any other characteristic protected by law in all employment decisions, including but not limited to recruitment, hiring, compensation, training, apprenticeship, promotion, upgrading, demotion, downgrading, transfer, lay-off, termination and all other terms and conditions of employment.

SECTION I - PERSONAL INFORMATION: (Please make all answers complete and accurate.)

Date of Application: ____/____/____ Social Security Number: ____-____-____

Last Name: _____ First Name: _____ Middle Name: _____

Current Address:
Street No. _____

City _____ State _____ Zip _____

Home Phone #: (____) _____ How long have you lived at this address? _____

If less than 10 years, please list previous addresses:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Position Desired: _____ 2nd Choice: _____

Shift Desired: ____ Full Time ____ Part Time ____ Temporary Day | Night | Swing | Evenings | Weekends

Date Available: _____

Have you previously worked for Engelke Construction? No Yes Date: _____

Do you have any relative(s), or persons with whom you are involved in a close personal relationship, employed by Engelke Construction? Yes No

If yes, who: _____ Relationship: _____

Contact name in case of emergency: _____ Phone Number: (____) _____

SECTION II - EMPLOYMENT INFORMATION:

Are you at least 18 years of age? Yes No

Are you legally eligible to work in this country? Yes No (Note: proof of eligibility is required after hire)

PROFESSIONAL POSITIONS ONLY:

Please indicate professional memberships, certificates or licenses held (exclude those indicating race, color, religion, sex, sexual orientation, national origin, physical or mental disability, or labor organization affiliations). Supplement this information by written attachment if applicable.

Special Licenses: _____ Issuing State _____ License/Certification #: _____

Has your license/certification ever been revoked or suspended? Yes No

If yes, state reason(s), date of revocation or suspension and date of reinstatement: _____

Please list any paid or volunteer experience in your community:

ADDITIONAL INFORMATION:

Can you with or without reasonable accommodation, perform the essential functions of the position in which you are interested? Yes No

Are you presently employed: Yes No If yes, may we contact your present employer? Yes No

How did you learn of Engelke Construction? _____

MILITARY SERVICE:

Were you in the Armed Forces? Yes No Branch of Service: _____

Dates of Service: (Month/Year) From ___/___ To ___/___

List duties in Service, including special training:

SECTION III - EDUCATION BACKGROUND, MILITARY SERVICE, PROFESSIONAL POSITIONS AND ADDITIONAL INFORMATION:

EDUCATION	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	# OF YEARS ATTENDED	LIST DEGREE/DIPLOMA RECEIVED
<u>High School</u>			1 2 3 4	
<u>College</u>			1 2 3 4+	
<u>Graduate</u>			1 2 3 4+	
<u>Technical or Business School</u>			1 2 3 4+	

If familiarity with a foreign language is listed on the job description, please describe your foreign language skills here. Indicate language(s) _____ Speak Read Write _____ Speak Read Write

Have you graduated from any apprentice program? Yes No If yes, please provide name, type, and date of graduation. _____

If you have any additional educational, vocational and/or professional information, such as special areas of research or study, training, seminars, etc., please indicate such information that is relevant to your application here:

SECTION IV - EMPLOYMENT DATA: Starting with your most recent employer first, please list employment history. Attach additional sheet if more space are required.

Present or Last Employer Name: _____

Address: _____

Dates Employed:

From: ____/____/____ To: ____/____/____

Position(s) Held: _____

Name and Title of Immediate Supervisor: _____

Describe your duties: _____

May we contact this employer: Yes No Reason for Leaving: _____

Name of Employer: _____

Address: _____

Dates Employed:

From: ____/____/____ To: ____/____/____

Position(s) Held: _____

Name and Title of Immediate Supervisor: _____

Describe your duties: _____

May we contact this employer: Yes No Reason for Leaving: _____

Name of Employer: _____

Address: _____

Dates Employed:

From: ____/____/____ To: ____/____/____

Position(s) Held: _____

Name and Title of Immediate Supervisor: _____

Describe your duties: _____

May we contact this employer: Yes No Reason for Leaving: _____

SECTION V - REFERENCES: Please provide the names, addresses and telephone number of two references who are not related to you.

Name Address Phone Number

Name Address Phone Number

Name Address Phone Number

SECTION VI - ACKNOWLEDGMENT & SIGNATURE

I certify that all the information submitted by me on this application is true and complete, and I understand that any false information or omissions will lead to rejection of my application or, if I am employed, discipline up to and including termination at the time such false information or omissions are discovered.

I authorize investigation of all statements contained in this application, authorize Engelke Construction to secure information about my background and experience with former employers, education institutions and any relevant agencies, and authorize those parties to provide information to Engelke Construction concerning my background and experience. I release Engelke Construction, and all parties providing information to Engelke Construction about my background and experience, from any liability whatsoever arising therefrom.

My signature below certifies that I understand that if I am extended an offer of employment by Engelke Construction, my employment is contingent upon satisfactory completion of a medical examination, including a drug test, and submission of proof that I have the credentials and/or licenses (if relevant) necessary for the position that I am offered.

I understand that if I am employed, my employment with Engelke Construction may be terminated for any reason, with or without cause or notice, and at any time, by me or Engelke Construction. Nothing in this application, or in any oral or written statement provided to me by Engelke Construction will limit these rights to terminate my employment at will and no one will have any authority to change this at will relationship, unless such a change is in writing, signed by Jerry Engelke or pursuant to the terms of a collective bargaining agreement.

I understand that this application is only valid for the position applied for at present and that Engelke Construction is not obligated to retain or consider this application for future openings.

Engelke Construction (“the Company”) and I agree that in consideration for my submission and the Company’s acceptance of this application for employment, the Company and I will resolve any and all previously unasserted claims, disputes, or controversies arising out of or relating to my application or candidacy for employment with, or, if hired, my employment or termination from, the Company, exclusively by final and binding arbitration before a neutral arbitrator. All such claims and this agreement to arbitrate shall be governed by the Federal Arbitration Act, 9 U.S.C. Section 1-16. By way of example only, such claims include claims under federal, state, and local statutory or common law, such as the Age Discrimination in Employment Act, Title VI of the Civil Rights Act of 1964, as amended, including the amendments of the Civil Rights Act of 1991, the Americans with Disabilities Act, the California Fair Employment and Housing Act, unfair competition and unfair trade practice laws, the law of contract and the law of tort.

Unless controlling legal authority requires otherwise, there shall be no right or authority for any dispute to be heard or arbitrated on a class action basis, as a private attorney general, or on a basis involving disputes brought in a purported representative capacity on behalf of the general public, any other applicants for employment with the Company, or other persons similarly situated; provided, however, that any individual claim of the undersigned applicant is subject to this agreement to arbitrate. I further understand and agree that the Company’s acceptance of this application for employment does not obligate the Company to offer me employment.

Applicant’s Signature _____

Date of Application: _____

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FOR EMPLOYMENT DEPT. USE ONLY

Interviewer’s Signature _____

Date _____