

Richards Construction Company, Inc.

816-224-4100

Employment Application

Personal

Name _____ Social Security # _____

Address _____ City _____ State _____ Zip _____

Home Phone (____) _____ Work (____) _____ Cell(____) _____

How long have you lived at the above address? _____

Are you 18 years or older? Yes ☐ No ☐ Date of Birth _____

Have you ever been convicted of a crime? Yes ☐ No ☐

If yes, please explain _____

A conviction does not automatically preclude you from employment. We take into consideration date of offense, nature of offense and any rehabilitation efforts.

Qualifications

Type of work desired Driver ☐ Operator ☐ Laborer ☐ Welder ☐ Other ☐

Do you have a CDL? Yes ☐ No ☐ Class A ☐ Class B ☐ Endorsements _____

Expected rate of pay \$ _____ per hour

Please list other skills that might be of interest to our company _____

What types of heavy equipment are you familiar with? _____

Which of the above listed equipment would you consider yourself most capable of operating in an expert manner _____

List all previous construction experience _____

Work History

List all previous employers, beginning with the most recent, showing your direct supervisor, a phone number where they can be contacted, your position there and your reason for leaving.

Education

High School _____ Address _____

Years attended _____ Did you graduate Yes ☐ No ☐ If no, do you have your GED Yes ☐ No ☐

College _____ Address _____

Years attended _____ Degree _____

Did you graduate Yes ☐ No ☐

Trade School _____ Address _____

Years attended _____ Course/Degree _____

Did you graduate Yes ☐ No ☐

Military Service Yes ☐ No ☐ Branch _____

Duties _____

References

Please list individuals you have worked with, or have known you for at least two years. (Do not include relatives)

Name _____

Address _____

Phone _____

Name _____

Address _____

Phone _____

Name _____

Address _____

Phone _____

Name _____

Address _____

Phone _____

General

Are you physically capable of performing the essential functions of the position for which you are applying? Yes ☐ No ☐

Do you have your own transportation? Yes ☐ No ☐

Do you have a valid driver's license? Yes ☐ No ☐

Has your license ever been suspended or revoked? Yes ☐ No ☐

If yes, please list the dates and the reason for the suspension or revocation _____

Authorization

I understand, that if offered employment with Richards Construction Company, Inc., I will be subject to a drug/alcohol test and background check. I also understand that any offer of employment made by Richards Construction is contingent upon my successfully passing the drug/alcohol test and the receipt of acceptable background information that meets the company's expectations. I understand that failure to meet the qualifications (passing the drug/alcohol test and meeting company expectations with the background check) will result in any job offer being immediately withdrawn.

I certify that the facts contained in this application are true and complete to the best of my knowledge and I understand that falsified statements, omissions and/or misrepresentations will be grounds for immediate dismissal.

I further authorize Richards Construction Company, Inc. to contact the references listed as well as the previous employers so as to obtain information regarding my previous employment and any pertinent information that would affect my employment with Richards Construction.

Signature

Date

- ❖ To be considered for employment with our company, this application must be completed in its entirety.

Richards Construction Company, Inc. is an equal opportunity employer and will not discriminate in employment against any person on the basis of age, sex, race, color, origin or religion.