

APPLICATION FOR EMPLOYMENT

AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Please type or print, and answer all questions

APPLICATIONS ARE CONSIDERED CURRENT FOR 30 DAYS (After 30 days it is necessary to fill out a new application)

PERSONAL INFORMATION

NAME _____ DATE _____
LAST FIRST MIDDLE

ADDRESS _____
STREET CITY STATE ZIP

PHONE NUMBER Day _____
 Evening _____ Are you 18 years or older? Yes No

Are you a U.S. citizen or otherwise currently authorized to obtain lawful employment in this country? Yes No

EMPLOYMENT DESIRED

POSITION _____ DATE AVAILABLE _____

Have you ever applied to this company before? Yes ___ No ___ When? _____

Have you ever worked for Riley Construction? Yes ___ No ___

If yes, give dates, position or trade, and projects worked on, if known _____

EDUCATION AND TRAINING

(This information will be used only where relevant and to assist in determining what position might be appropriate for consideration)

Education	Name & Location of School	No. of Years Attended	Did You Graduate?	Subjects Studied
High School				
College				
Trade or Business School				

Describe any other training you consider relevant to the position for which you are applying; _____

List any other skills you have or equipment you can operate; _____

WORK EXPERIENCE/FORMER EMPLOYERS

Provide complete information. Be specific. Start with your current or most recent job. Include self-employment and military service. For part-time work, show the average number of hours per month. Show any changes in job title for the same employer as a separate position. Attach additional sheets if necessary.

Are you employed now? Yes No If so, may we contact your present employer? Yes No

May we contact your previous employers? Yes No If no, please explain why _____

Employer	Street Address	
Your Title	City, State, Zip	
Your Duties	Phone	Name of Supervisor
	Total Time Employed	
	From (month-year)	To (month-year)
	Last Rate of Pay	Reason for Leaving

Employer	Street Address	
Your Title	City, State, Zip	
Your Duties	Phone	Name of Supervisor
	Total Time Employed	
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Employer	Street Address	
Your Title	City, State, Zip	
Your Duties	Phone	Name of Supervisor
	Total Time Employed	
	From (month-year)	To (month-year)
	Last Rate of Pay	Reason for Leaving

REFERENCES (PERSONS NOT RELATED TO YOU)

Name	Address	Phone Number	Business	Years Acquainted

If the job requires the use of a motor vehicle, do you have a valid driver's license?

Yes No

If the job desired requires the use of a commercial driver's license, do you have a valid commercial driver's license?

Yes No

Have you ever pleaded guilty to or been convicted of a felony?

Yes No

If yes, provide further information as to the offense(s), date, location of court, and so forth. If the job you are applying for requires you to operate a motor vehicle, include traffic convictions (A criminal record does not constitute an automatic bar from employment. Riley Construction Co., Inc. will consider your record only as it may substantially relate to the job for which you are applying).

YOUR APPLICATION WILL NOT BE PROCESSED UNLESS YOU HAVE READ AND SIGNED THE AUTHORIZATION, RELEASE AND CERTIFICATION ON PAGE 4.

AUTHORIZATION, RELEASE AND CERTIFICATION

I certify that all information on this application is true, complete, and correct to the best of my knowledge. I understand that any false or misleading statements by me, or material omissions of information requested of me, may result in rejection of my application or, if employed, dismissal at any time without liability to the employer.

I hereby give permission to the employer to seek to verify and supplement the information set forth in the application. I release from all liability or legal claims every person seeking or providing information, whether oral or written. A photocopy of this release shall be as valid as the original, and may be relied upon by all persons providing information.

I understand that no representative of this employer has the authority to enter into any agreement for employment for any specified period of time, and this employer is not guaranteeing employment for anyone.

I understand that I may be required to submit to a physical exam if offered a position conditioned on such examination. I also understand that I may be required to submit to testing for controlled substances or other drugs.

I understand this application will be considered inactive after thirty days.

I certify that I have read (or have had read to me) and understand this authorization, release and certification.

Date _____

Applicant's Name (print or type) _____

Applicant's Signature _____



RILEY CONSTRUCTION CO., INC.

PRE-EMPLOYMENT INFORMATION FORM

This form and information will be kept in a confidential file separate from the application for employment and will not be considered when considering your application for employment.

This form is used to help us monitor the success of our Affirmative Action Program and to comply with state and federal equal employment opportunity record keeping and reporting requirements, so please answer all questions below. Disclosure of this information is voluntary.

NAME _____

DATE OF APPLICATION _____

POSITION(S) APPLYING FOR _____

REFERRAL SOURCE _____

RACE/ETHNIC GROUP White Hispanic Black
 American Indian Asian Other _____

SEX Female Male

RILEY CONSTRUCTION CO., INC. is an Equal Employment Opportunity/Affirmative Action Employer and does not discriminate on the basis of race, religion, age, handicap, veteran or disabled status, national origin, sex or other basis prohibited by applicable local, state or federal fair employment laws or regulations.



NOTICE TO APPLICANTS:

RILEY CONSTRUCTION COMPANY, INC. requires drug tests of all conditional hires, unless specifically prohibited by a collective bargaining agreement, except that testing shall be done for all persons conditionally hired for a project where required by contract or the customer or client's drug testing policy.

I understand that if I choose not to be tested, I will no longer be considered for employment with RILEY CONSTRUCTION COMPANY, INC.

APPLICANT'S SIGNATURE

TODAY'S DATE

**GENERAL RELEASE
AUTHORIZATION FOR REFERENCE CHECK**

To Whom It May Concern:

To assist in the evaluation of my employment qualifications, I hereby authorize RILEY CONSTRUCTION COMPANY, INC. to request and receive information concerning me including, but not limited to, credit reports and/or work records from any persons, schools, companies, corporations, partnerships, associations, credit bureaus, law enforcement agencies, licensing agencies, and from any of my previous employers.

I further release RILEY CONSTRUCTION COMPANY, INC., all of their agents, and any persons, institutions, personal or business entities of any kind, from any and all liability and responsibility arising out of compliance with this authorization and request to release information, or any attempt to comply with it.

I agree that a photocopy of this form shall be as valid as the original.

SIGNATURE _____

NAME (print or type) _____

DATE _____