

PRESTRESS CONCRETE, INC. values diversity and considers qualified applicants for all positions without regard to race, color, religion, gender, marital status, national origin, age, disability or handicap, or veteran status or any other federal, state, or local statute that addresses employment practices.

Instructions: Please complete this form in ink. Fill in all information requested, even if attaching a resume. If you require additional space for answers, please use an additional sheet of paper. Incomplete applications will be discarded. Applications for employment are considered active for 90 days.

PERSONAL INFORMATION

Name (First Middle Last) _____ Date _____

Address _____ City, State, Zip Code _____

Phone Number _____ Email address _____

Position(s) applied for _____ Salary desired _____

Are you over 18 years old? Yes No (If no, you may be required to provide authorization to work.)

Have you ever been employed with us before?..... Yes No Provide details _____

Can you perform the essential functions of the position for which you are applying? Yes No If no, please explain. (If you have any question as to what functions are applicable to the position for which you are applying, please ask the interviewer before you answer this question) _____

ALL APPLICANTS must not include convictions that were sealed, eradicated, erased, annulled or expunged, or convictions that resulted in deferral to a diversion program when responding to the following questions.

Have you ever been convicted of any criminal offense, including but not limited to robbery, embezzlement, forgery, use, possession or sale of drugs, tax evasion, DUI, or any criminal offense involving dishonesty or breach of trust? Yes No

Have you ever been charged with a crime and pleaded nolo contendere, had adjudication withheld, or pleaded nolo pross to include, but not limited to, any criminal offense listed above? Yes No

NOTE: Answering “yes” to either question above will not automatically disqualify you from employment. Prestress Concrete, Inc. will consider the nature of the crime, its seriousness, the substantial relation to the position’s functions and qualifications, the number of occurrences, the applicant’s age at the time of the crime, the time elapsed since the crime, the applicant’s entire work and educational history, employment references and recommendations, and the business necessity of any exclusion when required by state, local, or federal law.

If you answered yes to either of the two preceding questions, please give dates and details for each incident:

AVAILABILITY

Are you legally eligible for employment in the United States? Yes No (Proof of identity and eligibility will be required upon employment)

What type of position are you seeking? Full time Part time Seasonal Temporary

Are you available to work: Days Nights Weekends Holidays

Are you able to meet the attendance requirement of the position? Yes No

If looking for part time, Indicate the hours available below:

	SUN	MON	TUE	WED	THU	FRI	SAT
FROM							
TO							

Total hours available per week _____

Date available to start _____

EDUCATION & SKILLS

Please indicate education or training which you believe qualifies you for the position you are seeking.

High School School(s) _____ City/State _____

Diploma Yes No G.E.D. Yes No

College and/or Vocational School Number of Years Completed (circle one) 1 2 3 4

School(s) _____ City/State _____

Major _____ Degrees Earned _____

Other Training or Degrees

School(s) _____ City/State _____

Course _____ Degree or Certificate Earned _____

List all special technical skills that you feel qualify you for the job for which you are applying (for example, computer programming/language, software, equipment operation, special tools or machines, etc.).

Indicate any other language (besides English) you can speak, read or write. _____

REFERENCES

Please provide references that are not relatives or friends. Include names of at least two additional work-related references we may contact (example, business contacts, vendors, customers). Individuals with no prior experience may list school or volunteer-related references.

Name _____ Position _____ Company _____

Work Relationship _____ Telephone _____ Number or years known _____

Name _____ Position _____ Company _____

Work Relationship _____ Telephone _____ Number or years known _____

Name _____ Position _____ Company _____

Work Relationship _____ Telephone _____ Number or years known _____

APPLICANT CERTIFICATION

Please read the following statements carefully before signing.

As part of our employment procedures, a routine background investigation may be made by an independent consumer-reporting agency. As part of this background investigation, you agree to the following, if requested:

- To have my credit record checked for employment purposes
- To have my driving record checked for employment purposes.
- To have a criminal record history check.
- To submit to a test for the presence of drugs, narcotics or alcohol.
- To allow a verification of previous employment and personal references.

I understand that these procedures could take place prior to or at any time subsequent to my employment. If the background or any subsequent investigation discloses any misrepresentation or falsification on the application form or information indicating that I am not suited for employment with the Company, I will be refused employment, or, if already employed, terminated.

THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS APPLICATION OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ME OR ANY APPLICANT FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT OF THE COMPANY

I understand that all information, whether written, spoken or otherwise communicated or obtained, and all files and records of any and every description relating to the business of the Company or to anyone with whom the Company has dealings, constitute privileged information and is to be treated in a strictly confidential manner. I understand and agree that, should I be employed by the Company, I will not, at any time, communicate or reveal any business of the Company, or to anyone outside the Company. I understand and agree that the Company has a zero-tolerance policy for workplace violence. I also understand that any violation of the forgoing shall be sufficient grounds for termination of my employment.

In the event that I am employed by the Company, I will comply with all rules and regulations as set forth in the Company's policy manual(s) or other communications distributed to all employees. If I should seek additional employment, I will notify the Company in writing of said additional employment, and that should there be any conflict of interest or work for a competitor, the Company may advise me that should I accept this additional employment, I may no longer be able to be employed.

If employed by the Company, I understand and agree that the Company, to the extent permitted by federal, state, and local law, may exercise its right, without prior warning or notice, to conduct investigations of property (including, but not limited to, files, lockers, desks, vehicles, and computers) and, in certain circumstances, my personal property.

I understand that according to federal law, all individuals who are hired must, as a condition of employment, produce certain documents to verify their identity and their legal authorization to work in the U.S. Therefore, I understand that any offer of employment is contingent on my ability to produce the required documentation within the time period required by law. I also understand that if my immigration or work authorization status changes after I begin work so that I am no longer able to continue to work in the U.S., I will advise the Company immediately.

I hereby authorize, without reservation, any part or agency contacted by this employer to furnish the above-mentioned information and further authorize ongoing procurement of the above-mentioned reports at any time during my employment. Copies of this authorization are as valid as the original document.

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I further acknowledge that I have read and understand the above statements.

Please note that applications for employment are considered to be active for a period of 90 days. After this period of time, it will be necessary for you to file a new employment application form if you still wish to be considered for employment.

Applicant Signature _____

Date _____