



Employment Application

Notice to Applicant: This application is used to evaluate your qualifications for employment. Your training and employment experience will be used to determine whether you meet the minimum qualifications for a position and to measure your knowledge, skills, and abilities in competing for a position. Please include self-employment, volunteer experience, and any non-employment periods when completing the Employment History section. You may attach additional sheets if necessary. This application is not an employment contract. Charlson Excavating does not unlawfully discriminate in hiring or any other employment practice on the basis of age, race, color, sex, religion, national origin, disability, or any other classification protected by federal, state, or local laws. All qualified applicants will receive consideration for employment without regard to any of the above factors. We are an Equal Opportunity Employer. Post offer pre-employment drug screen required.

Applicant Information

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

Address: _____
Street Address Apartment/Unit #

_____ City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Drivers License #: _____ Desired Salary: \$ _____

What Class is your Current Drivers License? A B Other: _____

Position Applied for: _____

List Skills/Equipment
 Operator Experience: _____

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?	_____	
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain?	_____	

Education

High School: _____	From: _____ To: _____	Graduate?	YES	NO
College: _____	From: _____ To: _____	Graduate?	YES	NO
Other: _____	From: _____ To: _____	Graduate?	YES	NO

References

Please list two professional references.

Full Name: _____ Relationship: _____
 Company: _____ Phone: _____
 Address: _____

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 Address: _____

Previous Employment

Name and Address of Employer: _____ Phone: _____
Job Title: _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Name and Address of Employer: _____ Phone: _____
Job Title: _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Name and Address of Employer: _____ Phone: _____
Job Title: _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Additional Notes:

Disclaimer and Signature

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

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I understand that as a condition of employment, I will be required to take and pass a drug and/or alcohol screen. Testing will be done at the company's expense and administered by a testing facility designated by the company. Results of any testing will be kept strictly confidential.

I further understand that if my test results are positive, I will not be eligible for another drug test for one year. Additionally, I understand that if my test results are negative, that does not guarantee me an offer of employment but only qualifies me to be considered for employment at Charlson Excavating.

I am willing to take the drug and/or alcohol screen? YES or NO

Signature: _____ Date: _____