



HB Construction, Inc.
15955 NW 120th Street
Platte City, MO 64079

Website:
www.hilldirt.com

Employment Application

HB Construction, Inc. is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

Date of Application: _____

Applicant Information

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

Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: _____ E-Mail Address: _____

Employment Position

Position Applicant is applying for: _____

What days are you available to work? (Circle) Sunday Monday Tuesday Wednesday Thursday Friday Saturday

What hours or shift are you willing to work? _____

If needed, are you available to work overtime? _____

On what date can you start working if you are hired? _____

Do you have reliable transportation to and from work? _____ Desired Salary: _____

Personal Information

Have you applied to or worked for H.B. Construction Inc. prior? Yes No If so, when? _____

Do you have any relatives, friends, or acquaintances working for H.B. Construction Inc? Yes No

If so, employee and relationship: _____

Are you 18 years or older? Yes No Are you a U.S. Citizen or approved to work in the U.S.? Yes No

What documentation can you provide as proof of citizenship or legal status?

Will you consent to a mandatory controlled substance test? Yes No

Do you have any condition which would require job accommodations? Yes No

If yes, please describe accommodations required: _____

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes No

If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:



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(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Job Skills/Qualifications

Please list below the skills and qualifications you possess for the position for which you are applying:

(Note: H.B. Construction Inc. complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.)

Education and Training

<u>High School Name</u>	<u>Location (City/State)</u>	<u>Year Completed/Graduation</u>	<u>Degree Earned</u>

<u>College/University Name</u>	<u>Location (City/State)</u>	<u>Year Completed/Graduation</u>	<u>Degree Earned</u>

<u>Vocational School/Training</u>	<u>Location (City/State)</u>	<u>Year Completed/Graduation</u>	<u>Degree Earned</u>

Military

Are you a member of the Armed Services? Yes No What branch of the military did you enlist? _____

Are you still currently enlisted? Yes No If discharged, what was your rank? _____

How many years did you serve in the military? _____

What military skills do you possess that would be an asset for this position? _____

Previous Employment

Employer Name: _____

Job Title: _____

Supervisor Name: _____

Employer Address: _____

City, State, and Zip Code: _____

Employer Telephone Number: _____

Dates Employed: _____

Reasons for Leaving: _____



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Job Title: _____

Supervisor Name: _____

Employer Address: _____

City, State, and Zip Code: _____

Employer Telephone Number: _____

Dates Employed: _____

Reasons for Leaving: _____

Employer Name: _____

Job Title: _____

Supervisor Name: _____

Employer Address: _____

City, State, and Zip Code: _____

Employer Telephone Number: _____

Dates Employed: _____

Reasons for Leaving: _____

References

Please provide three personal and professional reference(s) below:

<u>Reference</u>	<u>Contact Information</u>

Additional Information

Do you possess a valid driver's license? Yes No (this will be required for all employees)

Do you possess valid auto insurance? Yes No (this will be required for all employees)

Will you provide a copy of proof of insurance to H.B. Construction Inc. upon being hired? Yes No (employee must be listed on policy)

At-Will Employment

The relationship between you and H.B. Construction Inc. is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or H.B. Construction Inc. No representative of H.B. Construction Inc. has to the authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or reputations regarding your employment can alter your at-will employment status, except for a written statement signed by you and the company President.

Applicant's Signature: _____ Dated: _____