

Application for Employment

Selzer-Ornst Construction Company, LLC is an equal employment opportunity employer and will not discriminate against any applicant or employee on any grounds protected under federal, state, or local law, including race, color, religion, age, sex, sexual orientation, national origin, ancestry, marital status, handicap, disability related to pregnancy or childbirth, membership or activity in any labor organization, or any other characteristic protected under federal, state or local law. None of the questions in this application are intended to elicit information regarding any protected characteristics, nor imply any limitation preference or discrimination based protected characteristics.

If you are hired by Selzer-Ornst Construction Company, LLC you will be employed on an at-will basis. As an at-will employee, you may terminate your employment at any time and for any reason. Similarly, if you are hired, Selzer-Ornst will have the right to terminate your employment at any time and for any reason.

Personal Information

Date: _____

_____ Social Security # _____ - _____ - _____
Last Name First Name Middle Initial

Current Address: _____
Street or P.O. Box City State Zip Code

Previous Address: _____
Street or P.O. Box City State Zip Code

Phone Number: _____ Referred by: _____

Are you legally eligible to work in the United States? Yes No (Verification will be required)

Have you ever been convicted of a felony? Yes No If yes, please explain: _____

Education

	<u>Name & Location of School</u>	<u>Yrs. Completed</u>	<u>Field of Study</u>	<u>Graduate/Degree</u>
Grammar School	_____	_____	_____	_____
High School	_____	_____	_____	_____
Trade School	_____	_____	_____	_____
College	_____	_____	_____	_____

Additional Education (classes, certificates, current licenses, specific equipment, and other skills). Please describe in detail:

Military Service Yes No Rank upon Discharge: _____

Duty/Specialized Training: _____

References

Please list three professional references who have known you for more than one year and who are not related to you:

	<u>Name</u>	<u>Address, City, State, Zip</u>	<u>Phone Number</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Employment History

List last employment first. Include seasonal or temporary jobs. Be sure all your experience or employers related to this job are listed here. Use an additional sheet of paper if necessary.

Employer Name and Address	Position Title/Duties/Skills	Dates Employed	
		From:	To:
		Reason for Leaving:	
Supervisor's Name: _____ Telephone: _____			

Employer Name and Address	Position Title/Duties/Skills	Dates Employed	
		From:	To:
		Reason for Leaving:	
Supervisor's Name: _____ Telephone: _____			

Employer Name and Address	Position Title/Duties/Skills	Dates Employed	
		From:	To:
		Reason for Leaving:	
Supervisor's Name: _____ Telephone: _____			

Employer Name and Address	Position Title/Duties/Skills	Dates Employed	
		From:	To:
		Reason for Leaving:	
Supervisor's Name: _____ Telephone: _____			

Information to the Applicant: As part of our procedure for processing your employment application, your personal and employment references and your criminal record may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references. If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a drug test and/or physical examination, and/or to sign a conflict of interest agreement and abide by its terms.

With my signature below, I certify that all information on this application is true, correct, and complete to the best of my knowledge and contains no willful falsifications or misrepresentations. I authorize Selzer-Ornst or its representative to check any and all information I have provided in this application and my criminal record. I authorize all former and current employers to release job-related information they may have about me and I release all persons or companies from any liability or responsibility for providing such information.

Signature

Date





EEO-1 Voluntary Self Identification Survey

Our company is an Equal Employment Employer and as such, we are required to collect and maintain information related to employees in order to meet governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations.

At this time, we are asking you to help us meet our obligations by providing the information listed on the following pages. Please note that the information will be used only in accordance with the provisions of applicable laws, executive orders, and regulations. **Providing this information is voluntary and refusal to do so will not result in any adverse treatment. The information you provide will be held in strict confidence and will be maintained in a confidential file.** When reported to the government for recordkeeping purposes, data will not identify any specific individual.

PART I. General Information

Name: _____

Position: _____ Date: _____

PART II. Gender, Ethnicity and Race Information:

Gender

CHECK ONE:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> I choose not to disclose this information
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Ethnicity

CHECK ONE:	<input type="checkbox"/> Hispanic or Latino (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race) <input type="checkbox"/> Not Hispanic or Latino (if not Hispanic or Latino, please address race below) <input type="checkbox"/> I choose not to disclose this information
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Race

CHECK ONE: (do not respond if you selected Hispanic or Latino above)	<input type="checkbox"/> White (Not Hispanic or Latino): a person having origins in any of the original peoples of Europe, the Middle East, or North Africa <input type="checkbox"/> Asian (Not Hispanic or Latino): a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam <input type="checkbox"/> American Indian or Alaska Native (Not Hispanic or Latino): a person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment <input type="checkbox"/> Black or African American Not Hispanic or Latino: a person having origins in any of the black racial groups of Africa <input type="checkbox"/> Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino): a person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands <input type="checkbox"/> Two or More Races (Not Hispanic or Latino): all persons who identify with more than one of the above five races <input type="checkbox"/> I choose not to disclose this information
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