



# Application For Employment

\*DENOTES REQUIRED FIELD

\*Name \_\_\_\_\_ \*Home Phone \_\_\_\_\_

Cellular/Other Phone \_\_\_\_\_ Email \_\_\_\_\_

\*Address \_\_\_\_\_

\*City/State/Zip \_\_\_\_\_

\*Position(s) Applied For \_\_\_\_\_

\*How were you referred to our company? \_\_\_\_\_

\*Type of work desired  Full-time  Part-Time  Temporary

\*On what date would you be available for work? \_\_\_\_\_

\*Have you ever been employed here before?  Yes  No If yes, give dates \_\_\_\_\_

\*Are you over 18 years of age?  Yes  No

\*Are you currently on "lay-off" status and subject to recall?  Yes  No

\*Do you have a legal right to be employed in the USA?  Yes (if yes, proof required)  No

\*Can you travel if a job requires it?  Yes  No

If driving may be required in the job for which you are applying, please provide your driver's license number.

DL# \_\_\_\_\_ State \_\_\_\_\_

Have you ever had a license suspended or revoked?  Yes  No If yes, please explain \_\_\_\_\_

## EDUCATIONAL BACKGROUND

High School: \_\_\_\_\_ Location \_\_\_\_\_

Years Attended \_\_\_\_\_ Did you graduate?  Yes  No Course of Study or Degree \_\_\_\_\_

It is the policy of AST Construction, Inc. to provide equal opportunity with regard to all terms and conditions of employment. AST Construction, Inc. complies with federal and state laws, prohibiting discrimination on the basis of race, color, religion, creed, national origin, gender, disability, veteran status, age, or any other protected characteristics.<sup>1</sup>

**College:** \_\_\_\_\_ Location \_\_\_\_\_

Years Attended \_\_\_\_\_ Did you graduate?  Yes  No Course of Study or Degree \_\_\_\_\_

**Graduate School:** \_\_\_\_\_ Location \_\_\_\_\_

Years Attended \_\_\_\_\_ Did you graduate?  Yes  No Course of Study or Degree \_\_\_\_\_

**Vocational or other training:** \_\_\_\_\_ Location \_\_\_\_\_

Years Attended \_\_\_\_\_ Did you graduate?  Yes  No Course of Study or Degree \_\_\_\_\_

**Continuing Education:** \_\_\_\_\_

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### SKILLS & TRAINING

List any specialized training, apprenticeships, skills, and extra-curricular activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List any job-related training received in the United States Military: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List any languages you can speak, read or write:

English  Speak  Read  Write

Other \_\_\_\_\_  Speak  Read  Write

Other \_\_\_\_\_  Speak  Read  Write

# SPECIALIZED SKILLS

Check Skills and list years of experience

## TRADES

- Plate Welder Yrs. \_\_\_\_\_
- Plate Fitter Yrs. \_\_\_\_\_
- Pipe Welder Yrs. \_\_\_\_\_
- Combo Welder (mig,tig,chrome,stainless,nickel,etc) Yrs. \_\_\_\_\_
- Light Equipment Operator (forklift,manlift,etc) Yrs. \_\_\_\_\_
- Heavy Equipment Operator (dozer,backhoe,etc) Yrs. \_\_\_\_\_
- Crane Operator Yrs. \_\_\_\_\_
- Boiler Maker Yrs. \_\_\_\_\_
- Machinist (inside or outside) Yrs. \_\_\_\_\_
- Electrician Yrs. \_\_\_\_\_
- Helper/Laborer Yrs. \_\_\_\_\_
- Fire Watch/Hole Watch Yrs. \_\_\_\_\_
- Rigger/Iron Worker Yrs. \_\_\_\_\_
- Form Carpenter Yrs. \_\_\_\_\_
- Finish Carpenter Yrs. \_\_\_\_\_
- Scaffold Carpenter Yrs. \_\_\_\_\_
- Layout (read blueprints, drawings,etc.) Yrs. \_\_\_\_\_
- Foreman (civil, pipe, structural, tank, etc.) Yrs. \_\_\_\_\_
- General Foreman Yrs. \_\_\_\_\_
- Supervisor Yrs. \_\_\_\_\_

## CLERICAL

- Microsoft Office Yrs. \_\_\_\_\_
- Excel Yrs. \_\_\_\_\_
- Power Point Yrs. \_\_\_\_\_
- Access Yrs. \_\_\_\_\_

General Office Duties

Yrs. \_\_\_\_\_

**OFFICE ASSISTANCE**

A/P

Yrs. \_\_\_\_\_

Payroll

Yrs. \_\_\_\_\_

A/R

Yrs. \_\_\_\_\_

Shipping & Receiving

Yrs. \_\_\_\_\_

Job Costing Analyst

Yrs. \_\_\_\_\_

**MANAGEMENT/SUPPORT**

Superintendent

Yrs. \_\_\_\_\_

Project/Site Operator

Yrs. \_\_\_\_\_

Safety Representative

Yrs. \_\_\_\_\_

CAD Draftsman

Yrs. \_\_\_\_\_

Engineering

Yrs. \_\_\_\_\_

Sales

Yrs. \_\_\_\_\_

Estimating

Yrs. \_\_\_\_\_

Purchasing

Yrs. \_\_\_\_\_

Accountant

Yrs. \_\_\_\_\_

Planner/Scheduler

Yrs. \_\_\_\_\_

Time Keeper

Yrs. \_\_\_\_\_

Please list any other qualifications or job-related skills \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## EMPLOYMENT EXPERIENCE

1. **Employer** \_\_\_\_\_  
Address \_\_\_\_\_  
Position \_\_\_\_\_ Supervisor \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_  
Date Employed: from (mm/yy) \_\_\_\_\_ to (mm/yy) \_\_\_\_\_ Hourly rate/salary: starting \$ \_\_\_\_\_ final \$ \_\_\_\_\_  
Reason for leaving \_\_\_\_\_
2. **Employer** \_\_\_\_\_  
Address \_\_\_\_\_  
Position \_\_\_\_\_ Supervisor \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_  
Date Employed: from (mm/yy) \_\_\_\_\_ to (mm/yy) \_\_\_\_\_ Hourly rate/salary: starting \$ \_\_\_\_\_ final \$ \_\_\_\_\_  
Reason for leaving \_\_\_\_\_
3. **Employer** \_\_\_\_\_  
Address \_\_\_\_\_  
Position \_\_\_\_\_ Supervisor \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_  
Date Employed: from (mm/yy) \_\_\_\_\_ to (mm/yy) \_\_\_\_\_ Hourly rate/salary: starting \$ \_\_\_\_\_ final \$ \_\_\_\_\_  
Reason for leaving \_\_\_\_\_
4. **Employer** \_\_\_\_\_  
Address \_\_\_\_\_  
Position \_\_\_\_\_ Supervisor \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_  
Date Employed: from (mm/yy) \_\_\_\_\_ to (mm/yy) \_\_\_\_\_ Hourly rate/salary: starting \$ \_\_\_\_\_ final \$ \_\_\_\_\_  
Reason for leaving \_\_\_\_\_
5. **Employer** \_\_\_\_\_  
Address \_\_\_\_\_  
Position \_\_\_\_\_ Supervisor \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_  
Date Employed: from (mm/yy) \_\_\_\_\_ to (mm/yy) \_\_\_\_\_ Hourly rate/salary: starting \$ \_\_\_\_\_ final \$ \_\_\_\_\_  
Reason for leaving \_\_\_\_\_
6. **Employer** \_\_\_\_\_  
Address \_\_\_\_\_  
Position \_\_\_\_\_ Supervisor \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_  
Date Employed: from (mm/yy) \_\_\_\_\_ to (mm/yy) \_\_\_\_\_ Hourly rate/salary: starting \$ \_\_\_\_\_ final \$ \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

## ADDITIONAL QUESTIONS

\*Can you perform the requirements of the job for which you are applying, either with or without reasonable accommodation?

Yes       No

You are not required to disclose existence of any disability at this time, but may, if you choose to voluntarily do so, state whether reasonable accommodations may be needed, and if so the job duties for which reasonable accommodation would be needed and describe your proposed method of accommodation

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\*How many moving traffic violations have you received in the last two years? \_\_\_\_\_

Traffic violation convictions or pleas of guilt or no contest do not necessarily disqualify applicants.

\*Have you been convicted of a misdemeanor or a felony within the last 7 years?       Yes       No

Convictions or pleas of guilt or no contest do not necessarily disqualify applicants.

If Yes, please explain \_\_\_\_\_

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\*Have you ever been discharged for misconduct, including fighting, physical or verbal threats, horseplay in the workplace, or other intentional or reckless violation of the employer's rules?       Yes       No

If Yes, please explain \_\_\_\_\_

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- I understand and agree that I am not eligible to become an employee unless I first pass a drug screen in compliance with the company's requirements
- I understand and agree that employment with the company, if offered, is conditioned upon my successfully passing a post-offer medical assessment and examination to determine fitness for duty.
- I understand that my employment eligibility and job assignment, if I am offered employment, is also subject to my ability to satisfy the requirement of AST Construction, Inc.'s customer, including security screening and other premises access conditions.

**If you are to be hired by the company, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.**

### **AUTHORIZATION**

- I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed no matter when discovered by the company.
  
- I understand that any employment is conditioned on a background check. I authorized the company to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the company, without giving me prior notice of such disclosure. In addition, I release the company, any former employers and all references listed above, or on my resume, from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.
  
- I understand and agree that nothing contained in this application, or conveyed during my interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be “at will” and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the company. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the company unless made in writing.
  
- If I am offered employment I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the company and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the company the results of the examination, which results shall remain confidential and segregated from my personal file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug tests, and if I am hired a condition of my employment will be that I abide by the company’s Drug and Alcohol Policy.
  
- I understand that filling out this form does not indicate there is a position open and does not obligate the company to hire. If hired, I agree to abide by all company work rules, policies and procedures.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Applicant’s Signature

Print \_\_\_\_\_