

HEIDORN CONSTRUCTION, INC.

1455 S. Stevenson Station Road

Chandler, Indiana 47610

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION Complete all applicable information

Date of Application:

Last Name:		First Name:		MI:	
Position(s) applied for:			Willing to work: Full-time <input type="checkbox"/> Nights <input type="checkbox"/> Weekends <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Evenings <input type="checkbox"/>		
Street Address:		City:		State:	Zip:
Home Phone:	Alternate Phone:		Have you previously been employed by our company? <input type="checkbox"/> Yes <input type="checkbox"/> No		
			If yes, When?		
Are you legally authorized to work in the United States?		Yes <input type="checkbox"/> No <input type="checkbox"/>	When could you start employment?		
Have you ever applied for employment with our company? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, when?					

EMPLOYMENT HISTORY (List below your last three employers, starting with the most recent one first)

Period of <u>Unemployment</u> (if applicable)		How did you spend this time?			
From:	To:				

Most Recent or Present Position:		Name of Company:		From Mo./Yr:		To Mo./Yr:		
Street Address:			City:		State:		Zip:	
Duties:				Reason for Leaving:				
Starting Annual Salary:	Final Annual Salary:	Bonus:	Commissions:		May we contact your supervisor?			
Name of Supervisor:			Title & Dept. of Supervisor:			Phone Number of Supervisor:		

Period of <u>Unemployment</u> (if applicable)		How did you spend this time?			
From:	To:				

Next Previous Position:		Name of Company:		From Mo./Yr:		To Mo./Yr:	
Street Address:			City:		State:		Zip:
Duties:				Reason for Leaving:			

Starting Annual Salary:	Final Annual Salary:	Bonus:	Commissions:	May we contact your supervisor?
Name of Supervisor:		Title & Dept. of Supervisor:		Phone Number of Supervisor:

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Next Previous Position:	Name of Company:	From Mo./Yr:	To Mo./Yr:
Street Address:		City:	State: Zip:
Duties:			Reason for Leaving:
Starting Annual Salary:	Final Annual Salary:	Bonus:	Commissions: May we contact your supervisor?
Name of Supervisor:		Title & Dept. of Supervisor: Phone Number of Supervisor:	

EDUCATION INFORMATION

High School or GED:	Address:	City:	State:	Degree:	Subject Studied:	
College:	Address:	City:	State:	Degree:	Major:	GPA:
College:	Address:	City:	State:	Degree:	Major:	GPA:
Graduate School:	Address:	City:	State:	Degree:	Major:	GPA:
Other:	Address:	City:	State:	Degree:	Major:	GPA:

BUSINESS REFERENCES (Please list 3):

Name	Relationship	Address	Phone

Have you ever been convicted of a crime, other than a traffic violation? (Conviction is not necessarily a bar to employment.) Yes No
 If yes, explain:

Have you been involved in a traffic accident or had any traffic convictions (other than parking violations) or forfeitures in the past three (3) years? Yes No

Have you ever been denied a license, permit or privilege to operate a motor vehicle? Yes No

Has any license, permit or privilege ever been suspended or revoked? Yes No

If applying for a construction position, what tools/equipment can you operate?

If applying for a secretarial/office position:

Typing Skills: Yes No Words per Minute:

In what computer programs are you proficient? Name the package(s) (i.e. MicroSoft Word, Excel, etc.)

GENERAL-Additional space (if needed):

Please read the following statements carefully.

- In consideration of my employment, I agree to conform to the policies and procedures of the Company. I understand that in accepting this application, the Company is in no way obligated to provide me with employment and that I am not obligated to accept employment if offered. Furthermore, if employed, I understand that I am employed at will and that my employment and compensation can be terminated with or without cause, and with or without notice at any time.
- I certify that this application was completed by me and that the facts contained in this application are true and complete to the best of my knowledge. I understand that any falsified statements on this application or omission of fact on either this application or during the pre-employment process will result in my application being rejected, or if I am hired, may result in my employment being terminated.
- I also understand that any offer of employment is conditioned on the completion of pre-employment tests and documentation. I will, upon request, sign all necessary consent forms.

Date: _____ Signature: _____

All qualified applicants receive consideration for employment without regard to race, color, religion, sex, age, national origin, handicap or veteran status. Applications will be held for consideration for a period of one (1) year after the date of submission by the applicant.

**DISCLOSURE UNDER FAIR CREDIT REPORTING ACT
AND CONSENT TO PROCUREMENT OF CONSUMER REPORT
FOR EMPLOYMENT PURPOSES**

1. Personal Information. I hereby authorize Heidorn Construction, Inc. to make contact with and inquiries to my former employers, as well as any and all other persons or companies as Heidorn Construction, Inc. may deem necessary, in order that Heidorn Construction, Inc. may obtain any and all information it deems necessary to evaluate me as a potential employee including a credit check.

2. Driving Record Information. I hereby authorize Heidorn Construction, Inc., or its insurance agency, The Schultheis Insurance Agency, Inc., or its assigns, to obtain copies of consumer reports, including a motor vehicle report, pertaining to me for employment purposes, and for use in rating and/or underwriting insurance for which the above-named employer may apply, and any renewal thereof.

I understand that in obtaining such consumer reports, a consumer reporting agency may be used and I do hereby authorize such use.

I agree to release Heidorn Construction, Inc. and its employees, as well as any individual or company providing information to Heidorn Construction, Inc., from and hold them all harmless against, any and all claims of whatever nature that I might have as a result of (i) the information provided; (ii) Heidorn Construction, Inc. obtaining and evaluating such information; (iii) the use by Heidorn Construction, Inc. of such information and any actions of Heidorn Construction, Inc. resulting therefrom; and (iv) any individual or company providing information.

I confirm that Heidorn Construction, Inc. has no obligation to share with or otherwise provide me any such information received by Heidorn Construction, Inc.

Dated this _____ day of _____ 20__.

Authorizing Signature

Printed Name

Driver's License Number

State License Issued

Social Security Number

Date of Birth

Required by FMCSA regulation (391.21(b)(2)) for all applicants who will drive a commercial motor vehicle.