



Employment Application

2112 TROY ROAD, ASHLAND, OHIO 44805 * PH: 419-281-8299 * FAX: 419-281-6150
 WWW.SIMONSONCONSTRUCTION.COM

Simonson Construction Services, Inc. is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other status protected under local, state or federal laws.

(PLEASE PRINT IN INK AND READ ATTACHED JOB DESCRIPTION)

Position(s) Applied For:		Date of Application:	
Last Name	First Name	Middle Name	
Address, City, State, Zip Code			
Telephone Number	Alternate Number	Social Security Number	
How Did You Hear About Us? (circle one) Other:	Newspaper Ad	Employment Agency	Current Employee

Are you legally eligible to work in the United States? (circle one) Yes No
(Proof of eligibility will be required upon offer of employment)

Are you over the age of 18 years? Yes No
(If no, you may be required upon offer of employment)

Can you with or without reasonable accommodation perform the essential functions of this job? *(If you have any questions regarding the job, please ask the interviewer before answering this question.)* Yes No

Have you ever applied to Simonson Construction Services, Inc. before? *(If yes, please provide the date)* _____ Yes No

Have you ever worked for Simonson Construction Services, Inc. before? *(If yes, please give date)* _____ Yes No

Have you ever been convicted of a felony? *(A conviction will not necessarily disqualify you)* Yes No

If yes, please explain: _____

Do you have a valid driver's license? Yes No

Do you have a CDL? *(If yes, circle Class A, B, or C)* Yes No

Have you ever been convicted of any moving violations in the past five years? Yes No

What salary or rate of pay do you expect to receive if employed? _____ per _____

Have you ever been fired or asked to resign from a job? Yes No

If yes, please explain: _____

On what date would you be available to work? _____



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Days and hours available: *(If employed, I will notify my supervisor in writing, should my availability change.)*

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM							
PM							

EDUCATION

	Name and Location of School	Course of Study or Major	Number of Years Completed	Diploma/Degree
High School				
College				
Graduate				
Vocational				

Please describe any specialized training, apprenticeships, licenses or skills:

EMPLOYMENT HISTORY *(Begin with current or most recent employer. Include at least the last 10 years. Do not exclude any employment. Include any applicable temporary employment, attach another sheet if necessary. Previous salaries or wages will not be used to determine compensation at Simonson Construction Services, Inc.)*

Company Name:	Employment Dates From: To:	Salary Start: Ending:
Supervisor's Name:		Title of Supervisor:
Address:		Phone:

Describe your duties: _____

Reason for leaving and explanation: _____

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Supervisor's Name:		Title of Supervisor:
Address:		Phone:

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Reason for leaving and explanation: _____



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Supervisor's Name:		Title of Supervisor:
Address:		Phone:

Describe your duties: _____

Reason for leaving and explanation: _____

Please include any other information that you feel will help us in considering your application for employment.

REFERENCES

(Please list three persons, who are not related to you or previous supervisors, who can provide professional references.)

Name	Address	Phone #	Relationship	Years Known
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This application will remain active for 30 days. If you have interest beyond that time, you will need to come in and update your application.



APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION

****PLEASE READ CAREFULLY BEFORE SIGNING****

I hereby certify that all the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by Simonson Construction Services, Inc., that such employment with Simonson Construction Services, Inc. is at will, for no specified duration and may be terminated by either Simonson Construction Services, Inc. or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of Simonson Construction Services, Inc. or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of Simonson Construction Services, Inc. except the President has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the President of Simonson Construction Services, Inc. In consideration for employment with Simonson Construction Services, Inc., if employed, I agree to conform to the rules, regulations, policies and procedures of Simonson Construction Services, Inc. at all times and understand that such obedience is a condition of employment. I understand that due to the nature of Simonson Construction Services, Inc. business, attendance and punctuality are considered essential requirements of every job at Simonson Construction Services, Inc. and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with Simonson Construction Services, Inc., I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to Simonson Construction Services, Inc. and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for thirty days. If I wish to be considered for employment after this period I must fill out and submit a new application.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

Signature

Date

SIMONSON CONSTRUCTION SERVICES, INC. IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS OR OTHER STATUS PROTECTED BY LAW.

Voluntary Affirmative Action Information

(Completion of information below is voluntary)

Simonson Construction Services, Inc. considers applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, veteran status or any other legally protected status.

Date _____

Position(s) applied for _____

Referral Source

Advertisement Employee Relative Walk-in School Government Employment Agency

Private Employment Agency Other

Name of Source (if applicable) _____

Applicants Name _____ (____) _____

Last

First

Middle

Telephone Number

Address _____

Street

City

State

Zip Code

As required, we comply with government regulations including Affirmative Action obligations where they apply.

In an effort to comply with requirements regarding government recordkeeping, reporting and other legal obligations, we ask that you complete this applicant data survey. Your cooperation is appreciated.

Please be advised that your survey is *not* a part of your official application for employment. It is considered confidential information that will not be used in any hiring decisions.

Check One:

Male Female

Check one of the following Race/Ethnic Group:

Hispanic Black White American Indian/Alaskan Native Asian/Pacific Islander

SPECIAL NOTICE TO VIETNAM ERA VETERANS, DISABLED VETERANS AND INDIVIDUALS WITH PHYSICAL OR MENTAL HANDICAPS OR DISABILITIES:

Government contractors subject to the Vietnam Era Veterans Readjustment Act of 1974 and the Rehabilitation Act of 1973 are required to take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era, and qualified handicapped individuals.

You are invited to volunteer this information, if you qualify, to assist in proper placement and determining reasonable accommodation. This information will be considered confidential, and refusal to provide this information will not adversely affect your consideration for employment.

PLEASE CHECK IF ANY OF THE FOLLOWING ARE APPLICABLE:

VIETNAM ERA VETERAN DISABLED VETERAN INDIVIDUAL WITH A DISABILITY

KOREAN ERA VETERAN NON-VIETNAM/KOREAN VETERAN

To be completed by applicant – Not for interview purposes – To be filed separately from application. This information is used to satisfy the Affirmative Action requirements of Section 503 of the Rehabilitation Act or necessitated by another federal law or regulation.