



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.¹

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: _____

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

*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 _____

*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 _____

- 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 _____