

Tulsa Civil Contractors

Employment Application Form

Revision date 12-16-2013

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE

Please send completed application to:
 PO Box 1558
 Owasso, OK 74055
or fax application to:
 918-266-1002
or email to: marla@tulsacivil.com

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OFFICE USE ONLY:
 Date received:
 Reviewed by:

PLEASE COMPLETE PAGES 1-5. DATE _____

Name _____

Last
First
Middle
Maiden

Present address _____

Number
Street
City
State
Zip

How long at current address? _____ Social Security No. _____ - _____ - _____

Telephone () _____

Are you under age 18 ____ YES ____ NO, if "YES", can you provide proof of your eligibility to work? ____ YES ____ NO

Are you currently authorized to work in the United States? ____ YES ____ NO. Proof of eligibility will be required if hired.

Position applied for (1) _____
 wage desired (2) _____
 (Be specific)

Days/hours available to work
 No Pref _____ Thur _____
 Mon _____ Fri _____
 Tue _____ Sat _____
 Wed _____ Sun _____

How many hours can you work weekly? _____

Employment desired FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME

When are you available to start work? _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

Have you ever been convicted of a misdemeanor or felony? No Yes

(a Conviction record will not necessarily disqualify you from employment).

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed and type(s) of rehabilitation. _____

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DO YOU HAVE A DRIVER'S LICENSE? Yes No

What is your means of transportation to work? _____

Driver's license number _____ State of issue _____ Operator Commercial (CDL) Chauffeur
Expiration date _____

Have you had any accidents during the past three years? How many? _____
Have you had any moving violations during the past three years? How Many? _____

OFFICE
POSITIONS ONLY

Typing Yes No _____ WPM Email Yes No 10-key Yes No
Personal Computer Yes No PC Mac Other _____
Skills _____

Please list two business references we may contact. Individuals with no prior work experience may list school or volunteer-related references.

Name _____	Name _____
Occupation _____	Occupation _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone (____) _____	Telephone (____) _____

Please list two personal references (not previous employers or relatives) who know you well that we may contact.

Name/Occupation _____
Telephone/email address _____

Name/Occupation _____
Telephone/email address _____

Please use this space to elaborate on any background, experience, or qualifications that you believe should be considered in evaluating your qualifications for employment. You may include hobbies, volunteer experience and any other activities you believe relevant. Please omit any information that would disclose your race, gender, age, marital status, ethnic origin, religious or political affiliations, or disability.

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GENERAL

MAY WE CONTACT YOUR PRESENT EMPLOYER? Yes No

HAVE YOU EVER INITIATED AN ACT OF VIOLENCE IN THE WORKPLACE? Yes No

HAVE YOU EVER BEEN TERMINATED OR ASKED TO RESIGN FROM ANY JOB? Yes No

PLEASE EXPLAIN FULLY ALL GAPS IN YOUR EMPLOYMENT IN EXCESS OF ONE MONTH.

Work Experience Please list your work experience for the **past seven years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
What will this employer say was the reason your employment terminated?			
How much notice did you give when resigning? If none, explain.			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, all previous employers (unless otherwise indicated), references and others and hereby release the Company from any liability as a result of such contact. I understand and agree that as a condition of employment and to the extent permitted by federal, state, and local law, I may be required to sign confidentiality, restrictive covenant, and/or conflict of interest statement, as well as an agreement to arbitrate. I agree to complete any requisite authorization forms for a background investigation.

As indication that you have read and understood each sentence, please write your initials in the spaces provided below.

I certify that all of the information provided by me in connection with my application is true and complete, without evasion, and I further understand and agree that such statements may be investigated and misstatement, falsification, or omission of information shall be grounds for a refusal to hire or, if hired, termination.____ I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information that they might have, personal or otherwise, with regard to any other subject covered by this application, and I release all such parties from all liability, from any damages which may result from furnishing such information to you.____. I have read and understand the Substance Abuse Policy. I understand that upon a conditional offer of employment I may be required to submit to a physical exam, including alcohol and drug testing, as set forth the policy. I understand that decisions concerning my employment will be made as a result of this test._____

In exchange for the consideration of my job application by Tulsa Civil Contractors., (hereinafter called "the Company"), I agree that: Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment,____ or to confer any right to remain an employee of Tulsa Civil Contractors, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned,____ and that relationship cannot be altered except by a written instrument signed by the Owner/Managing Member of the Company.____ The Company is an at-will employer as allowed by applicable state law.____ Both the undersigned and the Company may end the employment relationship at any time, without specified notice or reason.____ If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits._____

If employed by the Company, I understand and agree that the Company, to the extent permitted by federal, state and local law, may exercise its right, without prior warning or notice, to conduct investigations of property (including, but not limited to, files, lockers, desks, vehicles, and computers) and, in certain circumstances, my personal property. ____ If hired, I agree to conform to the rules and regulations of the Company, and I understand that the Company has complete discretion to modify such rules and regulations at any time, except that it will not modify its policy of employment at-will._____

I understand that the Company may now have, or may establish, a drug-free workplace or drug and/or alcohol testing program consistent with applicable federal, state and local law. If the Company has such a program and I am offered a conditional offer of employment, I understand that if a pre-employment (post-offer) drug and/or alcohol test is positive, the employment offer may be withdrawn. I agree to work under the conditions requiring a drug-free workplace, consistent with applicable federal, state, and local law. I also understand that all employees of the location, pursuant to the Company's policy and federal, state, and local law, may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or illegal or controlled drugs. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continual employment and I agree to undergo alcohol and/or drug testing consistent with the Company's policies and applicable federal, state and local law. ____

I further understand that my employment with the Company shall be probationary for a period of ninety (90) days and further that at any time during the probationary period or thereafter, my employment relationship with the Company is terminable at will for any reason by either party._____

I CERTIFY ALL INFORMATION THAT I HAVE PROVIDED IS TRUE, ACCURATE AND COMPLETE.

Signature of applicant _____ **Date:** _____

Tulsa Civil Contractors. is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with Tulsa Civil Contractors depends solely on your qualifications.