

# Pre-Employment Application

## AN EQUAL OPPORTUNITY EMPLOYER

Equal access to programs, services, and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should contact a representative of the Human Resources Department.



### L7 Construction, Inc. is a DRUG-FREE Employer

Position(s) applied for: \_\_\_\_\_

Referral Source:  Print Advertisement  Employee  Relative  Gov't Employment Agency  
 Browsing  Private Employment Agency  Other \_\_\_\_\_  
 Name of source, if applicable: \_\_\_\_\_

Applicant Name: Last		First		Middle	
Street Address			City		State
					Zip
Email Address		Home Telephone Number		Cellular	
				Social Security Number	

If necessary, the best time to call you at home is: \_\_\_\_\_  AM  PM

May we contact you at work?  No  Yes, the number is: \_\_\_\_\_ and the best time to call: \_\_\_\_\_  AM  PM

If you are under 18, can you provide proof of age? .....  Yes  No

Have you applied for work with L7 Construction before? .....  Yes  No If yes, date? \_\_\_\_\_

Have you worked for L7 before? .....  Yes  No If yes, dates, from: \_\_\_\_\_ to: \_\_\_\_\_

Are you legally eligible for employment in the United States?  Yes  No

Type of employment desired:  Full Time  Part Time  Temporary  Intern/Co-op  
 (Proof of U.S. Citizenship or immigration status will be required prior to employment)

What date are you available for work? \_\_\_\_\_

Are you on layoff and subject to recall? .....  Yes  No

Will you relocate if the job requires it? .....  Yes  No

Are you able to meet the attendance requirements of the position? .....  Yes  No

Are you able to perform the job functions required of the position? .....  Yes  No  Yes, with accommodation

Will you work overtime if required? .....  Yes  No

Have you ever held a job that required you to be bonded? .....  Yes  No

Have you ever been convicted of a felony? .....  Yes  No

If yes, please explain: (Such conviction may be relevant if job related, but does not bar you from employment)

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## Employment History

List your last four (4) employers, assignments, or volunteer activities, starting with the most recent. Include military experience. Explain any gaps in employment in the comments section.

Employer	Telephone	Dates Employed From                      To		Work Summary:
Address				
Job Title		Hourly Rate / Salary		
Immediate Supervisor & Title		Starting \$	per	
Reason for leaving		Final \$	per	
May we contact this firm as a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				
Employer	Telephone	Dates Employed From                      To		Work Summary:
Address				
Job Title		Hourly Rate / Salary		
Immediate Supervisor & Title		Starting \$	per	
Reason for leaving		Final \$	per	
May we contact this firm as a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				
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Job Title		Hourly Rate / Salary		
Immediate Supervisor & Title		Starting \$	per	
Reason for leaving		Final \$	per	
May we contact this firm as a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				

**Comments:** (please explain any gaps in employment history) \_\_\_\_\_

## Skills and Qualifications

Summarize any special training, skills, licenses, certifications, and/or characteristics of yourself that may qualify you as being able perform job-related functions for the position for which you are applying:

## Educational Background

List the last three (3) schools attended, starting with the most recent. List number of years completed; indicate degree or diploma earned, if any. Provide GPA or class rank, with fields of study as appropriate.

School/City	Years Completed	Degree/Diploma	Year	GPA or Class Rank	Major	Minor

**Comments:** (please list any honors, awards, etc.) \_\_\_\_\_

## Foreign Language Skills

List any foreign language(s) you know and check the boxes that describe your skill level.

Language	Speak some	Speak fluently	Read	Write
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## References

List names and telephone numbers of three business/work references who are *not* related to you and who are *not* previous supervisors. If not applicable, list three school or personal references who are *not* related to you.

Name	Telephone # w/ area code	Years Known

**Comments:** List any special, job-related, accomplishments, publications, and awards. Exclude any information that would reveal sex, race, religion, national origin, age, color, disability, or other protected status.

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List any additional information you would like us to consider.

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## Notice to Applicants:

L7 Construction, Inc. complies with the Americans With Disabilities Act of 1990. During the interview process, you may be asked questions concerning your ability to perform job-related functions. If you are given a conditional offer of employment, you may be required to complete a post-job offer medical history questionnaire and/or undergo a medical examination. If required, all entering employees in the same job category will be subject to the same medical questionnaire and/or medical examination. All information will be kept confidential and in separate files.

L7 Construction is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, age, sex, religion, national origin, disability, veteran or marital status. We assure you that your opportunity for employment with us depends solely upon your qualifications.

L7 Construction maintains a certified drug-free workplace policy. ALL prospective employees are required to undergo a pre-hire drug screen, and all employees are subject to random, post-accident, and probable cause drug and alcohol testing.

## Affidavit:

Initials \_\_\_\_\_ I certify that my answers to the foregoing questions are true and correct without any consequential omissions of any kind whatsoever. I understand that if I am employed, any false, misleading, or otherwise incorrect statements made on this application form or during any interviews may be grounds for my immediate discharge.

Initials \_\_\_\_\_ I hereby authorize L7 Construction, Inc. to contact any company or individual it deems appropriate to investigate my employment history, character, and qualifications, and I give my full and complete consent to their revealing any and all information they wish as a result of this investigation. In addition, I hereby waive my right to bring any cause of action against any of these individuals for defamation, invasion of privacy or any other reason because of their statements.

Initials \_\_\_\_\_ I agree that, if I am employed, I will abide by all the rules and regulations of the Company. I understand that the taking of drug and alcohol tests, when given pursuant to company policy, are a condition of continued employment and that refusal to take such tests when asked will be grounds for my immediate termination. I further understand that nobody in the Company is authorized to enter into any written or verbal employment contracts with me for any definite time without the express written consent of the President of the Company. I also understand that employment is "at will" and may be terminated by myself or by the Company at any time for any reason or for no reason at all, with or without prior notice.

This application is valid for 90 days. If at that time I have not heard from the Company, and still wish to be considered for employment, it will be necessary to complete a new application.

I understand that my typed name in the signature space below is an acknowledgment of my signature.

I Agree     I do not agree    Signature (type in full name): \_\_\_\_\_    Date: \_\_\_\_\_

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### COMPANY USE ONLY

Interviewed by: \_\_\_\_\_ Interview Date: \_\_\_\_\_ Interviewer remarks: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_ per Hr / per Week    Craft: \_\_\_\_\_ W/C Code: \_\_\_\_\_

Is operation of a company vehicle a job requirement?  Yes  No    Has an MVR request been made?  Yes  No

Call back at later date: \_\_\_\_\_     Not Hired

\_\_\_\_\_  
Hiring Supervisor Name

\_\_\_\_\_  
Hiring Supervisor Signature

\_\_\_\_\_  
Job Site/Location