

**R & R Concrete & Excavating, Inc.**

939 S. Kessler Road

Janesville, WI 53545

Application for Employment

Please Print

Position(s)

Applied for \_\_\_\_\_ Date of Application \_\_\_\_\_

Referral Source

\_\_\_\_ Advertisement \_\_\_\_ Employee \_\_\_\_ Relative \_\_\_\_ Gov't Employment Agency

\_\_\_\_ Walk In \_\_\_\_ Private Employment Agency \_\_\_\_ Other \_\_\_\_\_

Name of source (if Applicable) \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

Phone #(\_\_\_\_) \_\_\_\_\_ Social Security # \_\_\_\_ - \_\_\_\_ - \_\_\_\_

If necessary, best time to call you is.....: \_\_\_\_\_ am/pm

If you are under 18, can you furnish a work permit?..... Yes \_\_\_\_ No \_\_\_\_

Have you filed an application here before?..... Yes \_\_\_\_ No \_\_\_\_

If yes, give date.....From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Are you legally eligible for employment in this country?..... Yes \_\_\_\_ No \_\_\_\_

Date available for work?..... \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Type of employment desired \_\_\_\_ Full Time \_\_\_\_ Part Time \_\_\_\_ Temporary

\_\_\_\_ Seasonal \_\_\_\_ Education Co-op

Are you on lay-off and subject to recall..... Yes \_\_\_\_ No \_\_\_\_

**An Equal Opportunity Employer Application for Employment**

Will you travel if job requires it?.....\_\_\_\_\_Yes\_\_\_\_\_No

Are you able to meet the attendance requirements of the position?\_\_\_\_\_Yes\_\_\_\_\_No

Will you work overtime if required?.....\_\_\_\_\_Yes\_\_\_\_\_No

Do you have valid Driver's License?.....\_\_\_\_\_Yes\_\_\_\_\_No

Driver's License # (yes this is job-related)\_\_\_\_\_State\_\_\_\_\_

Do you have a Commercial Driver's License?.....\_\_\_\_\_Yes\_\_\_\_\_No

**Educational Background**

A) List last three schools attended, starting with the most recent

B) List the number of years completed.

C) Indicate diploma or equivalent.

School

Years Completed

Diploma/Equivalent

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**Employment History**

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

Employer	Telephone	Date Employed To / From
_____	_____	_____
Address		Hourly Rate / Sal. Starting
_____		_____
Job Title		Hourly Rate / Sal. Final
_____		_____
Immediate Supervisor & Title		
_____		
Reason for Leaving		
_____		
May we contact for reference?.....		Yes _____ No
Summarize the nature of the work performed and job responsibilities:_____		
_____		

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_____	_____	_____
Address		Hourly Rate / Sal. Starting
_____		_____
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_____		_____
Job Title		Hourly Rate / Sal. Final
_____		_____
Immediate Supervisor & Title		
_____		
Reason for Leaving		
_____		
May we contact for reference?.....		Yes _____ No
Summarize the nature of the work performed and job responsibilities:_____		
_____		

**References**

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

Name	Telephone	Year Known
_____	(____)	_____
_____	(____)	_____
_____	(____)	_____

List any additional information you would like us to consider.

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I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration for this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in the application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be refined by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_