



APPLICATION FOR EMPLOYMENT Yates Construction Company, INC.

INSTRUCTIONS TO APPLICANTS

To be considered for employment, you must answer all questions and complete all sections of this application form.

Yates Construction Company, Inc. employs only US Citizens or Aliens who can provide proof of identity and Work Authorization **at the time of employment**. When completing the application, please make sure you:

- Complete the section for all Equal Opportunity Information
- Give complete information on your Education and Work History. *** "See Resume" is not acceptable.
- List separately each job held and your duties for each position when you worked for one employer and held more than one position.
- As you describe your Work History, make sure you highlight your competencies (*knowledge, skills, abilities, and work behaviors*) which demonstrate your qualifications for the position for which you are applying.
- Check for accuracy, sign and date your application

EQUAL OPPORTUNITY INFORMATION

Yates Construction Company, INC. policy prohibits discrimination based on race, sex, color, creed, national origin, age, or disability. (*Sex, age, or absence of disability is a bona fide occupational qualification in a certain number of jobs.*) The information requested below will in no way affect you as an applicant. Its sole use will be to see how well our recruitment efforts are reaching all segments of the population.

DATE OF BIRTH

(Month) (Day) (Year)

GENDER

Male female

ETHNIC GROUP

- White (*Non-Hispanic*)
- Black (*Non-Hispanic*)
- Hispanic
**Mexican, Cuban, Puerto Rico, Central or South American, other Spanish origin regardless of race*
- Asian
**Including Pacific Islander*
- American Indian
**Including Alaskan Native*

DISABILITY

Under the ADA, an individual is considered to have a "disability" if that individual either:

- (1) has a physical or mental impairment which substantially limits one or more of that person's major life activities
- (2) has a record of such an impairment
- (3) is regarded by the covered entity as having such an impairment. The determination of whether any particular condition is considered a disability is made on a case by case basis.

(Americans With Disability Act Amendments Act of 2008)

Persons without a disability should check item A. The reporting of a disability is strictly **VOLUNTARY**. Persons with disabilities who **DO NOT** wish to report their disabilities should check item A. Information reported on this form will be kept confidential as required by State law. Public disclosure of this information without your consent would be a violation of G.S.126-27.

DISABILITIES

- | | |
|--|--|
| <input type="checkbox"/> None/ Prefer not to report | <input type="checkbox"/> Respiratory impairment |
| <input type="checkbox"/> Blind or severely visually impaired | <input type="checkbox"/> Nervous system/ Neurological disorder |
| <input type="checkbox"/> Deaf or severely hearing-impaired | <input type="checkbox"/> Mentally restored |
| <input type="checkbox"/> Loss or limited use of arms and/or hands | <input type="checkbox"/> Mental Retardation |
| <input type="checkbox"/> Non-ambulatory (<i>Must use wheelchair</i>) | <input type="checkbox"/> Learning disability |
| <input type="checkbox"/> Orthopedic impairment
<i>Amputation, arthritis, back injury cerebral palsy, spina bifida, etc.</i> | <input type="checkbox"/> Other (<i>heart disease, diabetes, speech impairment</i>) |
| | Please Specify _____ |

YATES CONSTRUCTION CO., INC

Employment Application

Applicant Information

Full Name: _____ Date: _____
FIRST MI LAST

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Date of Birth: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO If yes, please explain: _____

Have you ever been injured or had an accident on the job? YES NO If yes, please explain: _____

Education

High School: _____ Did you Graduate: YES NO

College: _____ Address: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

I hereby authorize Yates Construction Company, INC. to investigate my background. I understand that Yates Construction Company, INC. may or may not utilize an outside firm or firms to assist in checking such information, and I specifically authorize such an investigation by information services and outside entities of the company's choice. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

Signature: _____ Date: _____

PLEASE COMPLETE THE SKILLS INVENTORY SO WE MAY BEST PLACE YOU

One check (✓) for **Average ability**

Two checks (✓✓) for **Above Average ability**

Print a letter (**T**) for **FORMAL TRAINING** (*Truck Driving School, Welding School, Equipment Operator School, etc.*)

CLERICAL SKILLS

- Gen. Admin. Skills
- Calculator
- Computer
- Payroll
- AR / AP
- Typing
- Filing

MECHANIC SKILLS

- Bricklaying
- Carpentry
- Electrical
- Electronics
- Heavy Equipment Mechanic
- Machine Maintenance
- Plumbing
- Truck Mechanic
- Welding / Electric
- Welding / Gas
- _____.

EQUIPMENT SKILLS

- Dump Truck
- Tractor-Trailer
- Tractor-Lowboy
- Track Backhoe
- Rubber Tire Backhoe
- Track Loader
- Rubber Tire Loader
- Motorgrader
- Farm Tractor
- Track Dozer
- Wheel Scraper
- _____.
- _____.

EMPLOYMENT DESIRED: () FULL TIME () PART TIME () SUMMER ONLY

Position: _____ Date you can start: _____ Salary desired: _____

Are you employed now? _____ If so, may we contact your present employer? _____

How will you get to work each day if hired? _____

Have you ever worked for this company before? YES _____ NO _____

Are you related to anyone currently employed at Yates Construction Co. Inc.? YES _____ NO _____

If answered YES, please give name and relationship: _____

Referred by: _____

DO NOT WRITE BELOW THIS SPACE

FOR PROJECT MANAGER OR SUPERVISOR TO FILL OUT

Start Date: _____ **Supervisor:** _____

Pay Rate: _____ **Job Title:** _____