

HIRING PACKET

EMERGENCY CONTACT INFORMATION

Employee Name _____ Date of Hire _____

Date of Birth _____ Home Phone _____ Cell Phone _____

Temporary Address _____

Permanent Address _____

Which address should we use for W-2 forms each January? _____

Emergency Contact #1 Name _____

Address _____

Phone _____ Phone _____ Relationship _____

Emergency Contact #2 Name _____

Address _____

Phone _____ Phone _____ Relationship _____

Documents required:

- _____ 1) Completed/Signed Employment Application for Moltz Constructors, Inc.
- _____ 2) Employee Status Sheet with wages, signed by superintendent
- _____ 3) W-4 Form
- _____ 4) Direct Deposit Form
- _____ 5) I-9 Form
- _____ 6) Copy of Driver's License or other official photo ID
- _____ 7) Copy of Social Security Card
- _____ 8) City, State, Country where you were born _____

Item 9 required if there's any possibility you will be driving a Moltz Constructors vehicle:

- _____ 9) Employee Acknowledgement of Acceptable Driver Standards – note that your drivers license information will be provided to our insurance provider who will check your driving record and indicate to us whether you're an acceptable driver or not.

Office Use Only

E-Verify authorized this employee's work status in the United States

Reported as a "new hire" in the state of _____

Employment Application for MOLTZ CONSTRUCTORS, INC.

This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. Please answer all appropriate questions completely and accurately. False or misleading statements during the interview and/or on this form are grounds for terminating the application process or, if discovered after employment, terminating employment.

Moltz Constructors, Inc. is committed to a program of Equal Employment Opportunity, Merit Employment Policies, and Affirmative Action. Discrimination based on age, race, color, religion, sex, national origin, citizenship status, or disability is prohibited.

NAME	SOCIAL SECURITY #		
ADDRESS	CITY	STATE	ZIP CODE
PHONE	EMERGENCY PHONE		DATE YOU CAN START

Job Classifications & Requirements

What position are you applying for? (Please check at least one, you may check more than one)

Carpenter: Should have 5 years experience on heavy engineering/industrial projects. Expected to be able to read plans use automatic level and transit in building layout and power tools. Expected to furnish all hand tools. Must able to lift objects up to approximately 100 lbs. to climb in and out of trenches, be able to stoop and bend, and have the strength and physical endurance to perform various tasks required by a physically demanding job.

Laborer: At least one year of construction experience required. General work consisting of backfill (with shovel), use of hand tools and some equipment, such as power compactor. Expected to have some skill in concrete placement. Expected to furnish all hand tools. Must be able to lift objects up to approximately 100lbs. Must be able to climb ladders, climb in and out of trenches, stoop and bend and have the strength and physical endurance to perform various tasks required by a physically demanding job.

Cement Mason: Should have 3 years heavy engineering/industrial experience. Must have good skills in placing and finishing concrete. Must be able to lift objects up to approximately 100lbs. Expected to furnish all hand tools. Must be able to climb in and out of trenches, stoop, bend and have the strength and endurance to perform various tasks required by a physically demanding job.

Iron Worker: Should have 3 years experience. Must able to lift objects up to approximately 100lbs. Must be able to work in high places; should have good balance, agility and strength. Must have the strength and endurance to perform various tasks by a physically demanding job.

Equipment Operator: Should have 4-5 years experience as an operator and have skill in operating various types of construction equipment. Must be able to read grading stakes. Must be highly aware of safety consideration at all times. Should be ready to perform other types of construction work when there is no need for an operator. Therefore must be able to stoop, bend, lift up to 100lbs, and have the physical strength and endurance to perform various tasks required by a physically demanding job.

Truck Driver: Should have 3-5 years experience as an operator of watertrucks, tandem dump trucks, service trucks and tractor trailer. Must have current Commercial Drivers License (CDL). Must be highly aware of safety consideration at all times. Must be able to lift objects up to approximately 100lbs. Employees of Moltz Constructors, Inc., from time to time, change classifications in any given day as the availability of work dictates.

Other Position (please describe): _____

Other Job-Related Information

NOTE: Do not fill out any part of this section you believe to be non-job related

1. If the job requires, do you have the appropriate valid driver's license? Yes (complete information below) No

Drivers License #	Type	State of Issue	Date of Birth	Endorsements
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2. If the job requires a valid driver's license, have you had any moving violations? Yes (please describe below) No

3. Can you perform functions of the job, for which you are applying, with or without reasonable accommodation? Yes No

4. If you are hired, do you understand you must provide proof of authorization to work in the United States? Yes No

5. Please list languages in which you are fluent: _____

6. Please list any other skills, licenses or certificates that may be job related or would be of value to this job or company:

References

Include only individuals familiar with your work abilities. Do not include relatives.

Reference Name	Address	Phone	Years Known	Relationship
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Education

Please circle highest grade completed: 7 8 9 10 11 12 13 15 16 16+

What name are your school records under? (If different than above) _____

Name of High School	City/State of High School	Did you get a diploma or GED?	Yes	No
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Name of college/university or other institution	City/State	Years Attended	Name of degree/certificates earned (if applicable)
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Work History

Please list employers in date order beginning with your current or most recent employer.

Dates Employed	Job Title	Supervisor Name
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Company Name	City	State
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Phone	Fax	May we contact this employer?	Yes	No
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Briefly describe your duties:

Salary (per hour, week, month, year)	Reasons for Leaving
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Dates Employed	Job Title	Supervisor Name
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Company Name	City	State
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Phone	Fax	May we contact this employer?	Yes	No
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Briefly describe your duties:

Salary (per hour, week, month, year)	Reasons for Leaving
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Dates Employed	Job Title	Supervisor Name
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Company Name	City	State
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Phone	Fax	May we contact this employer?	Yes	No
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Briefly describe your duties:

Salary (per hour, week, month, year)	Reasons for Leaving
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Dates Employed	Job Title	Supervisor Name
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Company Name	City	State
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Phone	Fax	May we contact this employer?	Yes	No
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Briefly describe your duties:

Salary (per hour, week, month, year)	Reasons for Leaving
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Certification & Release

I certify that I have read and understand the entire application (Pages 1-4) and that the answers given by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of facts called for this application may result in rejection of my application or discharge at any time during my employment. I authorize all former employers, persons, schools, companies and law enforcement authorities to provide any information concerning my background and release these persons and entities from any liability from damages whatsoever for issuing this information.

I am qualified and physically fit to perform the duties for each opposition for which I am applying to the best of my knowledge. I understand that any offer of employment with Moltz Constructors, Inc is contingent upon my passing a job-related physical examination to determine my suitability for a physically demanding job. I also agree to take a drug screen test and understand that if I fail this test, I will not be hired. In addition, the cost for both the drug screen and the employment physical will be deducted from monies, if any, owed me by Moltz Constructors, Inc.

I further understand that Moltz Constructors, Inc. is a drug-free workplace. Under Moltz Constructors, Inc.'s substance abuse and alcohol screening policies, distribution, dispensation, possession or use of any controlled substance is strictly prohibited on any Moltz Constructors, Inc. jobsite. I agree that I will follow all terms and conditions of these policies and that I will notify Moltz Constructors, Inc. of any criminal drug stature conviction of a violation occurring on the jobsite within 5 days of such conviction. I understand that under the Drug-Free Workplace Act of 1988, Moltz Constructors, Inc. is obligated to notify the Contacting Agency within ten days of any notification from me.

In consideration of employment, I agree to conform to the rules, regulations and guidelines of Moltz Constructors, Inc. By signing my name below, I agree and understand that nothing contained in this application or in the interview process is intended to create and employment contract between Moltz Constructors, Inc. and me. I also agree that my employment and compensation can be terminated with or without cause and with or without notice, at any time, at the option of either Moltz Constructors, Inc. or myself.

I am aware that falsification of any answer will be grounds for my immediate dismissal and result in denial of Worker's Compensation benefits.

Applicant Signature

Date

Please read the above information BEFORE signing

*Applications are maintained by Moltz Constructors, Inc. for a period of three (3) months.
After that period, applicants must reapply.*