

Hall Contracting Corporation Employment Application

We are an equal opportunity employer. Race, color, religion, sex, disability and national origin or any other basis protected by statute are not factors in employment, promotion and compensation.

I hereby acknowledge that I have filed an application for employment with Hall Contracting Corporation. I understand that investigative and credit reports may be obtained by Hall Contracting Corporation and used for evaluation. I request and authorize Hall Contracting Corporation and/or its agents to conduct a full and complete background check. I authorize consumer-reporting bureaus, my present and former employers, Educational institutions, government agencies, insurance companies, law enforcement agencies, doctors, hospitals, and military organization and any other individual who may have records or other information about me to release and furnish all records and other information concerning me.

I hereby release any said person, schools, companies and law enforcement authorities from any liability for any consequences whatsoever for issuing this information. I further understand that I have right to make a written request to Hall Contracting Corporation to learn the complete nature and scope of these investigative reports. I acknowledge that I have read and received a copy of this statement and hereby authorize hall Contracting Corporation and/or its agents to obtain investigative and credit reports as described above.

Applicant Note: This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract.

Applicant sign here: _____ Date: _____

Personal Information

Name:

Last

First

Middle

Home Phone: (____) _____ Email: _____

Social Security Number: _____

Location of birth: _____

State

County

City

Driver's License Number: _____ State Issued: _____

Current Address: _____

Street

Apt. #

City/State

Zip Code

Years from To

List all Prior Addresses:

Street

Apt#

City/State

Zip Code

Year from To

Street

Apt#

City/State

Zip Code

Year from To

HR-100

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Availability

For which position are you applying? _____
What date can you start? _____
Are there any employment agreements that may restrict the terms of your employment by Hall Contracting Corporation? If yes, please explain briefly: _____

Education/and Other Certified Training

Name City/State Graduate? Degree/Certificate

High School: _____

Security

List states and countries where you have resided: _____

Have you used any names or social security numbers other than those provided on this application? _____ Yes _____ No
If so, list here: _____

Have you ever been convicted of a criminal offense, civilian or military? If so please describe:

<u>Incident</u>	<u>State/County/City</u>	<u>Charge</u>

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Job Related Skills

- Yes No Have requirements of the job been explained to you?
- Yes No Can you perform the requirements of this job with reasonable accommodation?
- Yes No Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? (Proof of citizenship or immigration status will be required upon employment)

Military Record

Have you ever been in the U.S. Armed Forces? If yes, list branch: _____
 Entry date: _____ Discharge date: _____ Rank at Discharge: _____

Previous Employment

Most Recent Employer: Are you currently working for this employer? Yes No
 If yes, may we contact employer? Yes No

 Company/Agency Name Street Address City/State/Zip

 Phone (Area Code) Fax (Area Code)

 Dates employed (from-to) Job Title Immediate Supervisor Name/Phone#

 Salary Hour/year Reason for leaving

 If applicable list all positions held, dates of promotions or various job descriptions (Use separate sheet if needed)

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List all Prior Employers – Use separate sheet if needed

Company/Agency Name	Street Address	City/State/Zip
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Phone (Area Code)	Fax (Area Code)
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Dates employed (from-to)	Job Title	Immediate Supervisor Name/Phone#
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Salary	Hour/year	Reason for leaving
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If applicable list all positions held, dates of promotions or various job descriptions (Use separate sheet if needed)

Company/Agency Name	Street Address	City/State/Zip
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Phone (Area Code)	Fax (Area Code)
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Please check the appropriate response:

- Handicapped
- A disabled Veteran
- A Veteran of Vietnam Era
- Does not apply

Professional References: (When listing professional references, contact reference and advise them or seek their approval in using their name prior to listing this individual)

Name	Address	Phone Number	Length of time known
Name	Address	Phone Number	Length of time known
Name	Address	Phone Number	Length of time known
Name	Address	Phone Number	Length of time known

I hereby certify that all information contained in this application is accurate, and complete to the best of my knowledge. Omission of information may disqualify applicant for position or dismissal if application not completed in a truthful manner.

Applicant Signature _____ Date _____

ALL SUPERVISORS MUST COMPLETE AND SIGN

Name, address, and telephone number of person to be notified in case of emergency or accident.

Date of Hire _____ Title _____ Craft # _____

Rate _____ Job Number _____

Approved By: _____

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THIS SHEET TO BE RETAINED BY APPLICANT

Hall Contracting Corporation has a long-standing policy of providing equal employment opportunity for all individuals without regard to race, creed, color, sex, age or national origin. This policy applies to all personnel actions including the selection of new employees to fill job vacancies, promotions, transfers, downgrading, layoffs, recalls, wages, participation in training or education programs, use of facilities and all similar personnel or related matters. All business operations are required to pursue our Corporate policy of equality for all based solely upon individual ability and qualification. In order to insure maximum commitment at all functional levels, we will work through appropriate agencies of the State and Federal Government in providing equal employment opportunities for qualified persons from all minority groups, and we will advertise in the appropriate local and regional newspapers for such employment.

Hall Contracting Corporation’s policy anticipates that all employees will, by their words and actions, demonstrate their support for the principle of equality, based on merit, for all. Supervisory personnel are responsible for implementing our policy of equal employment opportunity in their day-to-day work to the full extent of their responsibility and authority. All employees are encouraged to work together in order to achieve meaningful results in keeping with the spirit and intent of Hall Contracting Corporation policy of equal employment opportunity.

Equal Employment Opportunity at Hall Contracting Corporation is an unqualified pledge to provide equal opportunity without regard to race, color, creed, sex, age or national origin in:

1. Recruiting new employees.
2. Promotion, transfer or termination of present employees.
3. The development and training of employees for future growth of Hall Contracting Corporation.
4. Employee wages, compensation and benefits.
5. The use of facilities provided by the Corporation for its employees.