



Employment Application

Thank you for your interest in working for McAbee. We seek a diverse work force with professionals who possess strong work ethic, and display integrity, honesty and professionalism at the workplace. If you believe you would be an asset to our team, we invite you to complete the application below.

As part of McAbee's hiring process, I, _____, agree to a full background check, which includes previous employers, the DMV, credit reporting agencies and criminal record searches before employment is offered.

Applicant Signature

Date

Print Name

Applicant Information

Full Name: _____ Date: _____
Last First Middle Initial

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Social Security No.: _____

Desired Position: _____ Desired Salary/Wage: \$ _____

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? If yes, what position and when? _____

Have you ever been convicted of a felony? If yes, explain: _____

Education

High School: _____ Address: _____

Start Date: _____ End Date: _____ Did you graduate? *Yes No* Diploma? _____

College: _____ Address: _____

Start Date: _____ End Date: _____ Did you graduate? *Yes No* Degree? _____

Other: _____ Address: _____

Start Date: _____ End Date: _____ Did you graduate? *Yes No* Degree? _____

References

Please provide three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Job Title: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Job Title: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Job Title: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

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

Responsibilities: _____

Start Date: _____ End Date: _____ Reason for Leaving: _____

Yes No

May we contact your previous supervisor for a reference?

Company: _____ Phone: _____

Address: _____ Supervisor: _____

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

Responsibilities: _____

Start Date: _____ End Date: _____ Reason for Leaving: _____

Yes No

May we contact your previous supervisor for a reference?

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

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

Responsibilities: _____

Start Date: _____ End Date: _____ Reason for Leaving: _____

Yes No

May we contact your previous supervisor for a reference?

In case of emergency, notify: _____

Name

Phone

Relationship

Military Service

Branch: _____ Start Date: _____ End Date: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Notice-To-Applicant

McAbee Construction, Inc. (McAbee) is committed to equal employment opportunities for all persons regardless of race, sex, color, religion, national origin, age or disability. All applicants are considered on this basis.

Pre-Employment Release:

I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall, be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in this application to verify my statements and I authorize the past employers, all references, and any other person to answer all questions asked concerning any ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

I understand that McAbee Construction, Inc. or its agents may conduct background investigations on me. I further understand these background investigations may include, but not limited to, criminal histories, driving records, consumer credit reports, job and personal reference reports and education reports. I also

Notice-To-Applicant continued

understand this information will be requested from various public and private agencies, former employers, individuals, and other entities which may have knowledge of my background.

I authorize, without reservation, any party or agency contacted by McAbee Construction, Inc., or its agents, to furnish any of the above mentioned or related information to them. I agree to hold harmless McAbee Construction, Inc., its agents, or individuals or agencies furnishing information for the pre-employment use of such information.

I understand that nothing contained in the employment application or in the granting of an interview is intended to create an employment contract between McAbee Construction, Inc. and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon McAbee Construction, Inc. unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that McAbee Construction, Inc. retains that same right.

I understand that prior to being offered employment with McAbee Construction, Inc., I may be requested to take an employment examination. In the event I have a disability which will not affect my ability to take the test, I will so inform McAbee Construction, Inc. prior to the administration of the test so that a reasonable accommodation can be made. Requested accommodations may include accessible testing sites, modified testing conditions, and accessible testing formats. McAbee Construction, Inc. reserves the right to require medical documentation concerning the need for the accommodations.

I understand that McAbee Construction, Inc. has a policy of a drug and alcohol-free workplace and that I may be required to submit to a drug/alcohol screening prior to employment, or when a reasonable suspicion exists that I am using or in the possession of drugs or alcohol while on company property or in company vehicles. I further understand that failure to comply with this policy, or submit to required drug/alcohol screening, either prior to employment or when a reasonable suspicion exists that I may be in possession of, or under the influence of, drugs or alcohol, is grounds for termination.

I understand that if employed, policies and rules which are issued are not conditions of employment and that the employer may revise policies or procedures, in whole or in part, at any time.

I understand that this application will be kept on active file for 30 days from date completed, after which time I would have to reapply in accordance with established company procedures.

Signature: _____ Date: _____
