

Application for Employment

Please Print



BSB Construction, Inc.
209 East 2nd Street
Curtis, NE 69025
(308) 367-4336 ~ (308) 367-4575 fax

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for _____ Date of application ____/____/____

Name _____ Social Security # _____
Last First Middle

Address _____
Street City State Zip Code

Telephone # (____) _____ Mobile/Beeper/Other # (____) _____ E-mail Address _____

Referral Source (How did you hear about us?) _____

If you are under 18, and it is required, can you furnish a work permit? ☐ Yes ☐ No

If **no**, please explain _____

Have you ever been employed here before? If **yes**, give dates and positions _____ ☐ Yes ☐ No

Are you legally eligible for employment in this country? ☐ Yes ☐ No

Date available for work ____/____/____ What is your desired salary range? \$ _____

Type of employment desired ☐ Full-Time ☐ Part-Time ☐ Temporary ☐ Seasonal ☐ Educational Co-Op

Driver's license number if driving may be required in position for which you are applying _____ State _____

Answering "yes" to the following questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? ☐ Yes ☐ No

If **yes**, please provide date(s) and details _____

Employment History

Starting with your most recent employer, provide the following information.

Employer	Telephone # (____) _____	Dates employed: Month ____ Year ____ to Month ____ Year ____
Street address	City _____ State _____	Compensation (Starting)
Starting job title/final job title		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
Immediate supervisor and title (for most recent position held)	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	Commission/Bonus/Other Compensation \$ _____
Why did you leave?		Compensation (Final)
Summarize the type of work performed and job responsibilities.		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
What did you like most about your position?		Commission/Bonus/Other Compensation \$ _____
What were the things you liked least about the position?		

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Street address	City _____ State _____	Compensation (Starting)
Starting job title/final job title		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
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Summarize the type of work performed and job responsibilities.		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
What did you like most about your position?		Commission/Bonus/Other Compensation \$ _____
What were the things you liked least about the position?		

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Street address	City _____ State _____	Compensation (Starting)
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Why did you leave?		Compensation (Final)
Summarize the type of work performed and job responsibilities.		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
What did you like most about your position?		Commission/Bonus/Other Compensation \$ _____
What were the things you liked least about the position?		

Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

Computer Skills (Check appropriate boxes. Include software titles and years of experience.)

<input type="checkbox"/> Word Processing _____	Years: _____	<input type="checkbox"/> E-mail _____	Years: _____
<input type="checkbox"/> Spreadsheet _____	Years: _____	<input type="checkbox"/> Internet _____	Years: _____
<input type="checkbox"/> Presentation _____	Years: _____	<input type="checkbox"/> Other _____	Years: _____

Educational Background

Starting with your most recent school attended, provide the following information.

School (include City & State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

References

List name and telephone number 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	Title	Relationship to You	Telephone	Number of Years Known
			()	
			()	
			()	

Applicant Statement

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

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 this application, resumé 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 truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

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

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me 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 with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required 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 authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

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) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date ____/____/____

BSB CONSTRUCTION, INC.

COMPANY DRUG-FREE WORKPLACE POLICY

BSB Construction, Inc. prohibits the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance in the workplace.

If an employee of **BSB Construction, Inc.** is caught in or convicted of the unlawful manufacturing, distribution, dispensation, possession, or use of a controlled substance in the workplace, the employee will be suspended, or terminated.

All employees of **BSB Construction, Inc** shall abide by the terms of this Drug-Free Workplace Policy and the employees shall notify the President of **BSB Construction, Inc.** of any criminal drug statute conviction for violation occurring in the workplace no later than five days after such a conviction.

I further understand that if I am taking any prescribed medication or any over-the counter medication that could impair my ability to function normally or operate heavy machinery, I will inform the foreman and/or job site supervisor so that I do not jeopardize the safety of myself or any other person in the workplace.

All potential new hires will be subject to a pre-employment drug test.

All employees of BSB Construction, Inc. will participate in the companies' random drug and alcohol testing program.

Signature of Applicant: _____

Date: _____

Essential Functions of Construction Laborers & Equipment Operators

Construction jobs require vigorous physical activity in every craft. The construction environment may be hot, cold, wet, dry, dusty, windy, dirty or muddy. The terrain of the construction site may be rough and uneven. Construction equipment of all sizes such as bulldozers, scrapers, trucks, etc. may be present on the jobsite at any time. Work may be done on the ground, in trenches, in confine spaces, or at heights, depending on the project.

The essential functions and job duties of each craft vary, but all construction workers may be required to routinely perform a wide variety of tasks involving standing, walking, lifting, carrying, climbing, stooping, kneeling, etc.

Listed below are some of the essential functions that workers on a construction site may be required to perform:

- Climb up and down ladders, machinery, and other objects.
- Maintain balance in all situations.
- Reach for; hold handles and operate/manipulate objects and material.
- Push, pull and frequently carry objects such as tools, materials and equipment weighing up to 60 pounds.
- Stoop, kneel, crouch and crawl.
- Stand and walk for long periods of time.
- Coordinate movement of eyes, hands, fingers, and feet.
- Work at different heights.
- See and hear well with or without correction. To avoid safety hazards to themselves and others.
- Distinguish colors.
- Utilize depth perception.
- Fuel; change oil, and lubricant machinery.
- Do paper work associated with the job and time card.
- Operate machinery.

Under the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act, an individual who can perform essential functions with or without reasonable accommodations is qualified for the position. If an applicant feels that reasonable accommodations would enable them to perform the essential functions of the job for which they are applying, they are invited to discuss this with the individual conducting the interview. Applicants will not, however, be asked whether they have any mental or physical impairments prior to the time they are offered a job.

I have read and am aware of the above physical requirements that may be required of me at BSB Construction, Inc. at any time during my employment.

Signature of Applicant

Date

Equal Employment Opportunity Survey

For Statistical Use Only

To All Applicants:

The following requested information in no way effects you as an individual applicant. This information will be used to find out how effective our recruitment efforts are in reaching all segments of the population and in validation of our selection methods, and for the purpose of Federal Equal Employment Opportunity reporting. Please give us your cooperation by completing this voluntary questionnaire.

Name(First, Middle Initial, Last) **Social Security Number** **Birth Date**

A. Sex

B. Age

☐ Male ☐ Female ☐ 19 or less ☐ 20-29 ☐ 30-39 ☐ 40-49 ☐ 50-59 ☐ 60-69 ☐ 70+

C. Highest Level of Education

☐ 0-8 years ☐ B.A., B.S. or Similar Degree
☐ 9-12 years ☐ M.A. or Similar Professional Degree
☐ High School Graduate/GED ☐ PHD or Similar Professional Degree
☐ Post High School, Vocational or Business School ☐ MD or Similar Professional Degree
☐ College, less than B.A. or B.S. Degree

D. Which Racial/Ethnic Group do you consider yourself a member?

☐ American Indian or Alaskan Native ☐ Hispanic
☐ Asian or Pacific Islander ☐ White
☐ Black ☐ Other _____

E. Do you have a disability?

☐ No ☐ Deaf ☐ Epilepsy ☐ Paralysis ☐ Blind
☐ Amputee ☐ Diabetes ☐ Cardiac ☐ Other _____

F. Are you a Veteran of one of the armed forces? Which branch?

☐ Vietnam _____ ☐ Persian Gulf _____
☐ Korean _____ ☐ Operation Desert Storm _____
☐ Other (specify) _____

G. How did you learn about this job?

☐ NE Workforce Development ☐ KS Workforce Development ☐ Friend
☐ Other State Agency ☐ Newspaper or Periodical ☐ School
☐ Present Employee ☐ Other _____ Specify _____
