

Application will be kept on file for 1 year from date of signature.

REILLY CONSTRUCTION CO., INC.

110 East Main • P.O. Box 99 • Ossian, Iowa 52161

APPLICATION FOR EMPLOYMENT

Equal Opportunity Employer

NOTE: None of the information requested will be used to discriminate against any individual for any reason prohibited by law.

Notice To Applicants
 If you become an employee of this Company, you will be expected, by Company Safety Policy, to wear the authorized personal protective Safety Equipment, Hard Hats, Safety Glasses, Respirators, Etc. Failure to follow the Company Safety Rules or any other company rule or policy will result in disciplinary action up to and including termination of employment.

DATE: _____

Please answer all questions. If question does not apply, mark "n/a"

PERSONAL	Position desired: (ie: dozer operator, truck driver, laborer) _____	
	How did you learn about this position? <input type="checkbox"/> Friend <input type="checkbox"/> Relative <input type="checkbox"/> Newspaper (list paper) _____	
	<input type="checkbox"/> Employment Agency (give name) _____ <input type="checkbox"/> Other (list source) _____	
	Name: _____	Social Security Number: _____
	Have you ever used a name other than that shown above: (Nick-name also) If so, list name and dates used: _____	
	Have you ever used another social security number? If so, list number and dates used: _____	
	Present address:	
	Street: _____	Telephone Number: _____ (Include area code)
	City, State, Zip: _____	
	Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? <i>(Proof of citizenship or immigration status will be required upon employment)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO	
	Are you available to work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	
	Are you currently employed? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	May we contact your present employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	Are you currently on "lay-off" status and subject to recall? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	Have you ever been employed by us before? <input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, give date _____	
Can you travel if the job requires it? <input type="checkbox"/> YES <input type="checkbox"/> NO Out of town? <input type="checkbox"/> YES <input type="checkbox"/> NO Out of state? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Do you have reliable transportation to get yourself to and from the job site? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Do you currently have any charges pending against you or have you been charged or convicted of any charge other than a simple misdemeanor or traffic violation in the last 7 years? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Are you at least 18 years of age? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Do you speak, read or write fluently a language other than English? <input type="checkbox"/> YES <input type="checkbox"/> NO		
If YES, describe ability and list language(s) _____		
On what date would you be available for work? _____		
What types and makes/models of construction equipment can you operate or repair?		
1 - Operate: _____		
2 - Repair: _____		

INSTRUCTIONS TO APPLICANT:

1. List employment for at least last 10 years. All time must be accounted for (explain any gaps in employment). (Use additional sheet, if necessary.)
2. If former employer out of business, furnish name & phone number or address of person who can verify your employment.
3. If self-employed, furnish name, phone number or address of a non-relative who can verify employment.

IS YOUR PRESENT EMPLOYER AWARE THAT YOU ARE SEEKING OTHER EMPLOYMENT? YES NO

EMPLOYMENT RECORD

PRESENT OR MOST RECENT EMPLOYER		MONTH AND YEAR	POSITIONS HELD AND DUTIES PERFORMED
NAME		FROM:	
STREET ADDRESS		TO:	
CITY, STATE, ZIP		STARTING SALARY:	REASON FOR LEAVING
SUPERVISOR	TELEPHONE NUMBER ()	ENDING SALARY:	
PREVIOUS EMPLOYER		MONTH AND YEAR	POSITIONS HELD AND DUTIES PERFORMED
NAME		FROM:	
STREET ADDRESS		TO:	
CITY, STATE, ZIP		STARTING SALARY:	REASON FOR LEAVING
SUPERVISOR	TELEPHONE NUMBER ()	ENDING SALARY:	
NEXT PREVIOUS EMPLOYER		MONTH AND YEAR	POSITIONS HELD AND DUTIES PERFORMED
NAME		FROM:	
STREET ADDRESS		TO:	
CITY, STATE, ZIP		STARTING SALARY:	REASON FOR LEAVING
SUPERVISOR	TELEPHONE NUMBER ()	ENDING SALARY:	
NEXT PREVIOUS EMPLOYER		MONTH AND YEAR	POSITIONS HELD AND DUTIES PERFORMED
NAME		FROM:	
STREET ADDRESS		TO:	
CITY, STATE, ZIP		STARTING SALARY:	REASON FOR LEAVING
SUPERVISOR	TELEPHONE NUMBER ()	ENDING SALARY:	
NEXT PREVIOUS EMPLOYER		MONTH AND YEAR	POSITIONS HELD AND DUTIES PERFORMED
NAME		FROM:	
STREET ADDRESS		TO:	
CITY, STATE, ZIP		STARTING SALARY:	REASON FOR LEAVING
SUPERVISOR	TELEPHONE NUMBER ()	ENDING SALARY:	

CERTIFIED DRIVER APPLICATION

The following information is necessary for us to request information concerning your driving record as required by Company policy.

Do you have a valid driver's license? YES NO If yes, please indicate: State _____

License number _____ Expiration date _____

Do you have a valid CDL License? YES NO If yes, please indicate: State _____

If yes, indicate Class and any endorsements: _____
License number _____ Expiration date _____

SPECIAL POSITION REQUIREMENTS

Have you been involved in or charged with the following in the past five (5) years? If so, list number of involvements or charges?

- Accidents involving motor vehicle? YES _____ NO _____ Number _____
- Major moving violations? YES _____ NO _____ Number _____
- Hit & run, leaving the scene of an accident? YES _____ NO _____ Number _____
- Driving under the influence of alcohol or drugs? YES _____ NO _____ Number _____
- Any felony, homicide or manslaughter involving use of motor vehicle? YES _____ NO _____ Number _____
- Racing or excessive speeds? (20 mph over limit) YES _____ NO _____ Number _____
- Reckless, negligent or careless driving? YES _____ NO _____ Number _____
- License suspension or revocation? YES _____ NO _____ Number _____
- Speeding? YES _____ NO _____ Number _____
- Other moving violations? List Violation: YES _____ NO _____ Number _____

DRIVER RELEASE

In connection with any job offer for employment with Reilly Construction Co., Inc., I understand that information being requested may include information as to my character, work habits, performance and experience, along with reasons for termination of past employment from previous employers. Further, I understand that you will be requesting information concerning my driving record and/or information from various federal, state, and other agencies including current and previous employer(s) which maintain records concerning traffic offenses, accidents, etc. concerning (1) previous driving record requests made by others from such state agencies; (2) state provided driving records, (3) claims involving me in the files of insurance companies.

I AUTHORIZE, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED BY REILLY CONSTRUCTION CO., INC. TO FURNISH THE ABOVE-MENTIONED INFORMATION.

I have a right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation.

Print Name _____

Social Security Number _____

X

Applicant's Signature _____

Date _____

	NAME AND LOCATION	DATES		GRADUATE YES or NO	MAJOR SUBJECT & Hrs. Completed	MINOR SUBJECT & Hrs. Completed	HRS GPA
		FROM	TO				
HIGH SCHOOL (S)					XXX	XXX	XXX
					XXX	XXX	XXX
College				DEGREE			
Tech., Etc.							

References: Not related to applicant

Name _____ Address _____ Town _____ Zip _____

Name _____ Address _____ Town _____ Zip _____

Name _____ Address _____ Town _____ Zip _____

PRE-EMPLOYMENT PHYSICAL/TESTING NOTICE

REILLY CONSTRUCTION CO., INC. is committed to maintaining a drug-free workplace. Therefore, all candidates for employment (applicants to whom a contingent offer of employment has been made) are required to complete a medical examination, including testing for drug and alcohol use, by a physician of REILLY CONSTRUCTION CO., INC.'S choice. An offer of employment is contingent upon a candidate's submission to and successful completion of the medical exam and test.

APPLICANT'S ACKNOWLEDGEMENT

I agree to undergo the pre-employment physical and drug/alcohol test. I understand that the results of such a test will be disclosed only to REILLY CONSTRUCTION CO., INC. Human Resources personnel and others with a need to know, or as required by law. I understand that if I refuse to consent to testing, fail to provide a urine sample when requested, provide a false or tampered urine sample, or fail to successfully complete the physical or drug/alcohol test, I will not be hired in accordance with REILLY CONSTRUCTION CO., INC.'S policy.

Permission is granted to REILLY CONSTRUCTION CO., INC. to conduct an investigation and to solicit information as to my educational and employment history, character and general reputation, driving record, and criminal conviction record. I release REILLY CONSTRUCTION CO., INC. and all persons and organizations from any liability arising from such statements, their solicitation or use.

I understand that this employment application and other company documents are not contracts of employment and that any individual who is hired may voluntarily leave or be terminated at any time, with or without cause. If terminated, I authorize REILLY CONSTRUCTION CO., INC. to deduct, to the extent permitted by law, any amount which I may owe to REILLY CONSTRUCTION CO., INC. from any amount which REILLY CONSTRUCTION CO., INC. may owe me. I understand that no manager, employee or other representative of REILLY CONSTRUCTION CO., INC. is authorized to offer employment to me or enter into an employment agreement with me for lifetime employment or for employment for a specified period of time. I further understand that no manager, employee or representative of REILLY CONSTRUCTION CO., INC. is authorized to delete or change any of the conditions, requirements or acknowledgment which are required to me as an applicant for employment or later, if hired, as an employee of REILLY CONSTRUCTION CO., INC.

I certify that all statements made by me on this application are true and correct to the best of my knowledge and belief. I understand that any false, inaccurate, or omitted statements of a fact could be cause for rejection of my application or termination of my employment at any time.

I have read, understand, and by signature consent to these statements.

_____ X _____
Date Signature of Applicant

FOR OFFICE USE ONLY

Start Date		Starting Pay		Foreman	
Occupation		Trainee Y or N		Location	

REMARKS: _____

