



# Application for Employment

*Equal Opportunity Employer*

Date: \_\_\_\_\_

Position applying for: \_\_\_\_\_

Desired Pay Rate: \_\_\_\_\_ (Hourly/ Salary)

**Personal Information**

**General Information**

Prefix:                               Mr.     Mrs.     Ms.  
 First name: \_\_\_\_\_  
 Middle name: \_\_\_\_\_  
 Last name: \_\_\_\_\_  
 Address 1: \_\_\_\_\_  
 Address 2: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_  
 Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 Mobile Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Are you 18 years or older?                               Yes     No  
 Are you a U.S. Citizen?                                       Yes     No  
 Do you have a valid Virginia driver’s license?                               Yes     No  
 Do you have a Commercial driver’s license (CDL)?                               Yes     No  
 Have you ever been convicted of a felony?                               Yes     No  
 Highest level of education completed:  
   Some High School                               High School Diploma/ GED  
   Associate’s Degree                               Bachelor’s Degree  
   Master’s Degree                                Doctoral Degree

General Skills: \_\_\_\_\_  
 \_\_\_\_\_

**Equipment Experience**

	None	Less than 1 year	2 years	3 years	4 years	5 years	More than 5 years
Excavator/ Trackhoe							
Motor Grader							
Trackloader							
Rubber tire loader							
Bulldozer (small)							
Bulldozer (large)							
Pan/ Scraper							
Rollers (vibratory)							
Dump truck:							
Off road dump truck:							



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**Work Experience**

Employer:	_____	Title:	_____					
Address 1:	_____	Start Date:	_____					
Address 2:	_____	End Date:	_____					
City:	_____	Salary:	_____	per	Hour	Week	Month	Year
State:	_____	May we contact them?	Yes	No	_____			
Zip Code:	_____	Job duties:	_____					
Phone 1	( ) _____		_____					
Phone 2	( ) _____	Reason for leaving:	_____					

**Work Experience**

Employer:	_____	Title:	_____					
Address 1:	_____	Start Date:	_____					
Address 2:	_____	End Date:	_____					
City:	_____	Salary:	_____	per	Hour	Week	Month	Year
State:	_____	May we contact them?	Yes	No	_____			
Zip Code:	_____	Job duties:	_____					
Phone 1	( ) _____		_____					
Phone 2	( ) _____	Reason for leaving:	_____					

*Application continues to the next page.*



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**Education**

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High School:	_____	College:	_____
Address 1:	_____	Address 1:	_____
Address 2:	_____	Address 2:	_____
City:	_____	City:	_____
State:	_____	State:	_____
Zip Code:	_____	Zip Code:	_____
Last year attended:	_____	Last year attended:	_____
Degree:	_____	Degree:	_____
Major:	_____	Major:	_____
College:	_____	College:	_____
Address 1:	_____	Address 1:	_____
Address 2:	_____	Address 2:	_____
City:	_____	City:	_____
State:	_____	State:	_____
Zip Code:	_____	Zip Code:	_____
Last year attended:	_____	Last year attended:	_____
Degree:	_____	Degree:	_____
Major:	_____	Major:	_____

*Application continues to the next page.*



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### APPLICANT'S STATEMENT AND CONDITIONS OF EMPLOYMENT (Please read carefully before signing.)

"I understand that an investigative consumer report involving information concerning my character, employment history, general reputation, police record, personal habits, mode of living, credit and indebtedness may be obtained prior to any final offer of employment. Upon timely written request to the personnel department of the company, the nature and scope of the report will be disclosed to me."

"I certify that the answers given by me in this employment application are true, correct and complete. I agree that the company shall not be liable, in any respect, if my employment is terminated because of misstatements or pertinent omissions made by me in this application. Moreover, I understand that all offers of employment are contingent upon passing the company's prescribed physical examination and drug screen."

"I agree, as a condition of my employment (should I be employed by the Company), to submit to a medical examination if requested and based on the position that I accept or urinalysis test if requested and paid for by the company I further agree to the search or examination of myself or personal property while on the company's premises or while conducting its business elsewhere, I also authorize any company, school, police or security personnel, or other person to give any information regarding my employment, habits, ability, or any other characteristics whatsoever, together with any information they have regarding me whether or not it is in their records. I hereby release all physicians, examiners, companies, schools, or other persons from liability for any damages whatsoever for such testing, examining, or issuing this information. It is agreed and understood that completion of this application does not mean a job opening exists and in no way obligates the company to employ me."

"In the event of employment, I will comply with all company rules and regulations as established from time to time including the company's substance abuse policy. I am willing to work all assigned overtime or other special work assignments as requested by the company. Furthermore, since the company does not offer contracts of employment (unless signed by the President), I understand that nothing contained herein is intended to create a contract between the company and me for either employment or the provision of any compensation or benefits. I understand that I have the right to terminate my employment at any time and likewise, the company has the same right."

"I hereby understand and acknowledge that any employment relationship with this Company is of an "At-Will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time, with or without notice, with or without cause. It is further understood that this "At-Will" employment relationship may not be changed by any written document or by verbal agreement unless such change is specifically acknowledged in writing by an authorized Executive of this Company. I also understand that C.T.Purcell, Inc. retains the right to amend, modify, add or delete any or all policies or procedures at its sole and absolute discretion."

"During my employment with C.T. Purcell, Inc. and after my employment ends, I agree not to disclose any confidential or proprietary information regarding operating and trade secrets. I further agree that with respect to any civil litigation involving C.T.Purcell, Inc. in which I am a potential witness and which does not involve an actual or potential claim by me personally, I will not discuss the facts of the case with any third parties without first notifying C.T. Purcell, Inc. or unless a representative or attorney of C.T.Purcell, Inc. is present. A copy of this form may be used as the original. The use of results from this form and/or tests will be used for prudent employment decisions."

This application is valid for sixty days from the application date unless renewed in person or in writing.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_