

DeLong Construction, Inc.
1320 North 8th Avenue, PO Box 488
Washington, IA 52353
Phone (319)653-3334
Fax (319)653-3351

ASSOCIATED GENERAL CONTRACTORS
APPLICATION FOR EMPLOYMENT

PLEASE PRINT

Date _____

Job Applied For: _____

A. PERSONAL INFORMATION

Name _____

Social Security # _____

Address _____
STREET APT.# CITY STATE ZIP

Telephone # where you can be contacted: _____

Are you at least 18 years of age? _____ YES _____ NO

What is your military status? _____

Are you prevented from becoming employed because of visa or immigration status? _____ YES _____ NO
(If NO, be prepared to provide proof of citizenship or legal residence and work permit to interviewer)

Will you be able to perform the essential functions of the position for which you have applied? _____ YES _____ NO

If NO, what accommodation to this condition would make it possible for you to do this job?

Do you speak, read or write fluently a language other than English? _____ YES _____ NO

If YES, describe ability and list language(s) _____

B. CRAFT TRAINING, EXPERIENCE, AND READINESS TO WORK

On what date would you be available for work? _____

Are you available to work: _____ Full-Time _____ Part-Time _____ Shift _____ Temporary

Are you on a lay-off and subject to re-call? _____ YES _____ NO

Can you travel if a job requires it? _____ YES _____ NO

If the position you are applying for involves the driving of a vehicle or equipment which requires a license, do you have a valid license? _____ YES _____ NO

If YES, please specify the type of license: _____ Operators License
_____ Commercial Drivers License (circle one): _____ Class A _____ Class B

License Number _____ Expiration Date _____

Have you had a motor vehicle accident or a moving violation in the past 3 years? YES NO

If YES, please explain _____

What types and makes/models of construction equipment can you operate or repair?

List any craft training programs in which you have participated:

Previous Employment:

Dates _____
Employer _____
Address _____
Job Held/Duties _____
Wage _____
Reason for Leaving _____

Dates _____
Employer _____
Address _____
Job Held/Duties _____
Wage _____
Reason for Leaving _____

Dates _____
Employer _____
Address _____
Job Held/Duties _____
Wage _____
Reason for Leaving _____

If more room is needed, please use back of application.

C. SPECIAL SKILLS AND QUALIFICATIONS

Summarize special skills and qualifications acquired from employment or other experience

Do you have your own craft tools, clothing and other equipment? YES NO

Would you accept employment: Out of town? Statewide? Unaccompanied By Family?

Have you attended High School, Vocation/Technical School or College? YES NO

If YES, please specify _____

D. GENERAL

Who should be notified in case of emergency?

Name	Address	Area code/phone #
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“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal, and I agree to hold my employer harmless in the event of my dismissal based thereon.

I authorize investigation of all statements contained herein and to do background checks to give you and all information concerning my previous employment and any pertinent information they may have, confidential or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

I realize that under certain provisions of Iowa law, pre-employment drug testing could be a condition of my employment. I also acknowledge that the employer may require drug testing at a subsequent time providing that proper advance notice of testing is provided.

I also recognize that I could be offered employment subject to appropriate medical examination and that such a report could nullify my ultimate employment by this employer. I agree to submit to physical examination if required.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the method of payment of my wages and salary, be terminated at any time without prior notice. If employment is obtained under this application, I will comply with all the rules and policies of my employer.”

Signature _____ Date _____

(Note: this application will be current for 6 months)

DeLong Construction, Inc.

“Earth Movers, Grading Contractors”

1320 North 8th Avenue
PO Box 488
Washington,

“Our business is Earth Moving, Our Quality is World Class”
Iowa 52353

Website: www.delongkeith.com
Email: delongkeith@iowatelecom.net
Phone: 319-653-3334
Fax: 319-653-3351

NOTICE FOR ALL EMPLOYEES & APPLICANTS

Operating Statement

It is the policy of DeLong Construction, Inc. to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, national origin, age, disability, or any other classification protected by federal, state or local laws. Such action shall include: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training.

Designation of the EEO/AA Officer

DeLong Construction, Inc. has designated the following as the EEO/AA Officer:

Dana DeLong-Patterson
1320 North 8th Avenue
Washington, Iowa 52353
319-653-3334

Dana DeLong-Patterson has the responsibility to effectively administer and promote this Policy, and is assigned adequate authority and responsibility to do so.

Training

When required to have a formal training program, we will utilize AGC's training program, or another training program that has been approved by the U.S. Department of Labor. When not required to have a formal training program, we will make use of an informal training program. The qualifications are that you must be an employee in good standing and have supervisory approval.

DeLong Construction, Inc. will advise prospective employees / trainees of available training opportunities by postings in the employee handbook, office postings, classroom-type education at our facility, and by job site postings.

DeLong Construction, Inc. will assure that all training and promotions are open to all prospective trainees and employees, without regard to race, religion, sex, color, national origin, disability, or any other classification protected by federal, state or local laws.

DeLong Construction, Inc. will conduct one-on-one annual reviews of all enrolled trainees.

DeLong Construction, Inc. will specifically assess and evaluate the training and promotion opportunities for interested

employees yearly through a performance review.

“An EEO/AA Employer”

VOLUNTARY SURVEY

DeLong Construction, Inc. is required by state and federal laws to furnish statistical data and to maintain records of certain population characteristics of those applying for jobs with us. The information you supply will be used for statistical purposes only. If you are offered employment with **DeLong Construction, Inc.** it will not be used as employment criteria. **DeLong Construction, Inc.** is an equal employment opportunity employer supporting diversity in the workplace. Thank you for your cooperation in completing this form.

NAME: _____ **PHONE:** _____

ADDRESS: _____

DATE: _____ **POSITION APPLIED FOR:** _____

REFERRAL SOURCE: How did you learn of this position?

_____ Advertisement (list newspaper) _____

_____ Friend

_____ Relative

_____ Walk In

_____ Employment Agency (give name) _____

_____ Other (list source) _____

SEX: _____ Male _____ Female

ETHNIC ORIGIN:

_____ White _____ Hispanic _____ American Indian/Alaskan Native

_____ Black _____ Asian/Pacific Islander _____ Other

CHECK ANY OF THE FOLLOWING THAT ARE APPLICABLE:

_____ Vietnam Era Veteran _____ Disabled Veteran _____ Disabled Individual