

SECTION III: EDUCATION

Name of High School _____ City _____ State _____

Diploma GED

College/University

1) School Name: _____ City _____ State _____

Degree Earned? Yes Type of Degree Associates Bachelors Other _____

 No If no, years completed _____

 Major _____

2) School Name: _____ City _____ State _____

Degree Earned? Yes Type of Degree Associates Bachelors Other _____

 No If no, years completed _____

 Major _____

Graduate Studies

School Name: _____ City _____ State _____

Degree Earned? Yes Type of Degree _____

 No If no, years completed _____

SECTION IV: SPECIAL SKILLS OR TRAINING: (List those skills that are applicable for the job you are applying for, including any additional licenses or certificates that may be job-related.)

Certification/License _____

Computer Skills (Software or Hardware) _____

Other Special Skills/Certification or License _____

SECTION V: EMPLOYMENT HISTORY

Are you currently employed? Yes No If yes, may we contact your current employer? Yes No

Please complete the following section in detail with the most recent/current employer listed first (include exact month and year of employment). If you worked for an employer multiple times, such as with seasonal work, please list each term of employment separately. Please also list service in the armed forces of the United States. Part-time, summer employment, volunteer, or temporary employment should also be indicated if applicable.

Are you attaching a copy of your resume? Yes No

Section V: Employment History - continued

If any employment was through a temporary staffing service, please list the name, address and phone number for that agency (not the company name of your temporary assignment).

Previous Employer: _____ Dates Employed _____ to _____
(Month / year.) (Month / year)

Your Position _____ Supervisor's Name _____

Position Description _____

Starting Salary/Hourly Rate \$ _____ Ending Salary/Hourly Rate \$ _____ Reason for Leaving _____

Address _____

Email _____ Phone Number _____

Previous Employer: _____ Dates Employed _____ to _____
(Month / year.) (Month / year)

Your Position _____ Supervisor's Name _____

Position Description _____

Starting Salary/Hourly Rate \$ _____ Ending Salary/Hourly Rate \$ _____ Reason for Leaving _____

Address _____

Email _____ Phone Number _____

Previous Employer: _____ Dates Employed _____ to _____
(Month / year.) (Month / year)

Your Position _____ Supervisor's Name _____

Position Description _____

Starting Salary/Hourly Rate \$ _____ Ending Salary/Hourly Rate \$ _____ Reason for Leaving _____

Address _____

Email _____ Phone Number _____

List any job-related professional, trade, business, civic or volunteer activities and any offices held. (Please exclude memberships or affiliations that would reveal gender, race, religion, national origin, age, ancestry, disability or any other protected status)

SECTION VI: GENERAL INFORMATION

Have you ever filed an employment application with our Company under the name on this application or under any other name?

Yes No

If yes, under what name and when? _____

Have you ever been employed, whether temporary, part or full-time with our Company or its subsidiaries or affiliates?

Yes No If yes, list date(s) _____

Are you able to perform the essential functions of your position, with or without an accommodation? Yes No

Do you have reliable transportation? Yes No Can you travel if the job requires it? Yes No

Have you ever held a position of trust (e.g. handling money or confidential information) Yes No

Have you ever been refused Bond? _____ If yes, please explain: _____

Have you ever been discharged or asked to resign from a position? Yes No If yes, please explain: _____

Are you legally authorized to work in the U.S.? Yes No

Will you now or in the future require sponsorship for employment visa status (e.g. H-1B Yes No

visa)? Are you at least 18 years of age? Yes Yes No

Do you hold a valid driver's license? Yes No State License Issued: _____ License Class: _____

As a part of our normal hiring process, if you receive an offer of employment, we perform background checks. The offer of employment is contingent upon the positive completion of the hiring clearance process. Is there any reason why you would not authorize us to perform these checks?

Yes No

SECTION VII: PROFESSIONAL REFERENCES

Please provide the names and business telephone numbers of 3 of your professional references. By providing reference information, you are giving the company permission to contact these people and obtain references. Do not list personal references.

Name: _____ Title: _____

Employer: _____ Contact Number: _____ Total Years Known: _____

Professional Relationship: _____ Email Address: _____

Name: _____ Title: _____

Employer: _____ Contact Number: _____ Total Years Known: _____

Professional Relationship: _____ Email Address: _____

Name: _____ Title: _____

Employer: _____ Contact Number: _____ Total Years Known: _____

Professional Relationship: _____ Email Address: _____

SECTION VIII: APPLICANT CERTIFICATION – READ CAREFULLY BEFORE SIGNING

Please read the following carefully before signing this application:

- The statements set forth above are true and complete. I authorize Hoosick Valley Contractors, Inc. (hereinafter referred to as “the Company”) to obtain information about me from previous employers, including relevant facts and opinions about my work and work habits, and I release from liability or responsibility all persons or entities requesting or supplying such information. I release the company from liability for considering, relying on, or taking into account information it receives from such persons or entities.
- I expressly authorize any educational institutions that I have attended to provide transcripts and degree status. I release from liability or responsibility all persons or entities requesting or supplying such information. I release the Company from liability for considering, relying on or taking into account information it receives from such persons or entities.
- I understand that discriminatory practices against applicants or employees previously convicted of one or more criminal offenses are prohibited. The Company will not deny employment or act adversely in relation to employment regarding such individuals, unless: a.) There is a direct relationship between a criminal offense and the position to be held by the applicant or currently held by the employee; or b.) Granting employment or other employment-related opportunity would involve unreasonable risk to Company property or the safety or well-being of employees or the general public.
- I understand that any false information or significant omissions on this application may disqualify me from further consideration for employment, and that if employed, false information or significant omissions on this application shall be grounds for immediate termination of employment.
- If employed by the Company, I agree to adhere to company policies and procedures, although I understand that my agreement to do so does not create a contract of employment between myself and the company. I further understand that if hired by the company, my employment is not for a specific duration and may be terminated by me or the company at any time and for any reason, or for no reason whatsoever, with or without notice, and with or without cause to the fullest extent allowed by law.
- All Company employees are "at will" employees to the fullest extent allowed by law. No statements made in the Company's handbook or in any other policy or guideline documents creates a contractual promise from Company to its employees.
- I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment offer or contract between the Company and me.
- I understand that no supervisor, manager, or executive of the Company, other than the President, or authorized Hiring Manager of the Company, has the authority to alter the foregoing and only a written contract signed by the President may modify the Company’s at-will employment policy.
- By signing this application I indicate my understanding of all of the above.

Applicant Signature: _____

Print Name: _____

Date: _____