



An Equal Opportunity Employer
We participate in E-Verify

EMPLOYMENT APPLICATION

Allen Butler Construction Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ABCI complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. ABCI expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of ABCI's employees to perform their job duties may result in discipline up to and including discharge.

PLEASE PRINT CLEARLY

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	Email		
Date Available		Desired Wage	
Position Applied for			
If hired, can you provide verification of your right to work in the United States?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Proof of identity and eligibility will be required upon employment	
Have you ever worked for this company?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If so, when?	
Do you have any relatives or friends who work for the Company?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If so, who?	
Do you have reliable transportation?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Are you over the age of 18 years?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Can you perform the essential functions of the position for which you are applying?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If not, please explain:	
NOTE: if you have questions as to what functions are applicable to the position for which you are applying, please ask the interviewer before you answer this question.			
Have you ever been convicted of a felony or a misdemeanor which resulted in imprisonment within the last seven years?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, please explain: _____ Date: _____	
NOTE: A conviction will not necessarily result in denial of employment.			
Veteran of the U.S. Military Service?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If so, branch?	

DAYS AND HOURS AVAILABLE (If employed, I understand that I am required to work the schedule mandated by the company.)							
DAY	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From:							
To:							
EDUCATION							
	Name and Location of School		Course of Study		Number of Years Completed	Diploma or Degree Received	
High School							
College							
Vocational or Trade School							

Graduate Work				
---------------	--	--	--	--

JOB SPECIFIC SKILLS
 List skills or training you have received that relate to the job you are applying for.

PROFESSIONAL EXPERIENCE
 (Start with your present or most recent position. Use an additional sheet of paper if more space is needed).

1. May we contact this employer? YES NO

Employer Telephone

Full Address Supervisor

Dates Employed From: To:

Rate of Pay Beginning: Ending:

Title Reason for Leaving

Describe the work performed:

2. May we contact this employer? YES NO

Employer Telephone Number

Full Address Supervisor

Dates Employed From: To:

Rate of Pay Beginning: Ending:

Title Reason for Leaving

Describe the work performed:

3. May we contact this employer? YES NO

Employer Telephone Number

Full Address Supervisor

Dates Employed From: To:

Rate of Pay Beginning: Ending:

Title Reason for Leaving

Describe the work performed:

PERSONAL REFERENCES (Give at least **two** references – not relatives - with whom you have known for more than three years).

Name	Address	Telephone	Occupation
------	---------	-----------	------------

Name	Address	Telephone	Occupation
------	---------	-----------	------------

RESULTS: (FOR OFFICE USE ONLY) Hired? YES NO If Yes, Job Title and Department:
 Date Beginning Employment _____ Compensation: \$ _____ per _____
 Interviewed By: _____ Date: ____/____/____



APPLICATION FOR EMPLOYMENT

Authorization and Acknowledgements

I affirm that the information I have provided in this application is true to the best of my knowledge, information and belief, and I have not knowingly withheld any information requested. I understand that withholding or misstating any information requested in this application is grounds for rejection of my application, and that providing false or misleading information in this application is grounds for discharge.

I authorize the company to verify my references, record of employment, education record, and any other information I have provided. Unless otherwise noted, I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers and all other persons and entities, from any and all claims, demands or liabilities arising out of or in any way related to such inquiry or disclosure.

Applicant's Signature

Date

Print Name



APPLICATION FOR EMPLOYMENT

DUTIES TO BE PERFORMED BY EMPLOYEES HIRED BY ABCI.

The following activities and physical actions may be required during your employment at Allen Butler Construction, Inc. The below listed activities are expected to be performed at any time during working hours.

The following listed positions may require any and all of these actions for short or prolonged periods of time. All positions in the company may be subject to weather conditions such as: wind, rain, snow, sleet, hail, frost, drizzle, blowing sand/dirt, extremely hot or freezing weather. Your position may require you to start at varying times of the day and end your work day later than expected.

POSITIONS:

Drivers, Operators, Mechanics, Parts Runners, Laborers, Concrete crew, Concrete Plans Asphalt Crew, Asphalt Plant, Office Personnel, Management, Quarry Operators, Safety, Surveyors, and any other position in the company which is not specifically listed above.

ACTIONS REQUIRED TO BE PERFORMED DURING EMPLOYMENT:

Climbing, Kneeling, Bending, Stooping, Squatting, Reaching, Pushing, Pulling, Squeezing, Standing, Walking, Ability to lift up to or more than 100 lbs. with or without resistance.

Your signature below indicates your complete understanding of the physical requirements which are expected of our employees, and the potential to perform other job duties for which you do not usually perform while employed at Allen Butler Construction, Inc.

Applicant Signature _____ Date _____

Print Name _____



APPLICATION FOR EMPLOYMENT

EEO-1 SELF IDENTIFICATION FORM

Federal laws and regulations require us to report on our workforce by race, gender, and veteran status and to offer the opportunity for self-identification as to disabilities. Please assist us by completing this form. **YOU ARE NOT REQUIRED TO PROVIDE THIS INFORMATION.** Data which you provide shall be kept strictly confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled individuals and/or disabled veterans; (ii) first aid and safety personnel may be informed, to the extent appropriate, if the condition might require emergency treatment; and (iii) governmental officials reviewing ABCI's compliance status shall be informed. *Categories consistent with EEO-1, 41 C.F.R. §-300 & Form VETS-100A

Date completed: _____

Name: _____

Job Title: _____

(Please check one of the options below)

GENDER: _____ Male _____ Female

RACE/ETHNICITY:

(Please check one of the descriptions below corresponding to the ethnic group with which you identify.)

- ___ **Hispanic or Latino** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- ___ **White (Not Hispanic or Latino)** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- ___ **Black or African American (Not Hispanic or Latino)** A person having origins in any of the black racial groups of Africa.
- ___ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- ___ **Asian (Not Hispanic or Latino)** A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- ___ **American Indian or Alaska Native (Not Hispanic or Latino)** A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.
- ___ **Two or More Races (Not Hispanic or Latino)** All persons who identify with more than one of the above five races.



APPLICATION FOR EMPLOYMENT

Veteran Status Check all that apply.

- I am a disabled veteran.
- I am a recently separated veteran. If Yes, date of discharge (MM/DD/YY):
- I am an other protected veteran.
- I am an armed forces service medal veteran.

Self-Identification Form Definitions:

1. The term “Disabled Veteran” means: A. A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability; or B. A person who was discharged or released from active duty because of a service-connected disability.
2. The term “Recently Separated Veteran” applies to any veteran during the three-year period beginning on the date of discharge or release from active duty.
3. The term “Other Protected Veteran” is a veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.
4. The term “Armed Forces Service Medal Veteran” is a veteran who participated in a United States military operation for which an Armed Forces Service Medal was awarded, while serving on active duty in the Armed Forces, pursuant to Executive Order No. 12985 (61 Fed. Reg. 1209).
5. An “individual with a disability” means any person who (i) has a physical or mental impairment which substantially limits one or more of such person’s major life activities; (ii) has a record of such impairment; (iii) is regarded as having such impairment.

Thank you for your participation.

I DO NOT WISH TO SELF-IDENTIFY

Applicant Signature: _____ Date: _____

Print Name: _____

STOP