

# HANCOCK & SONS CONSTRUCTION, INC.

## APPLICATION FOR EMPLOYMENT FORM

Position Applied for: \_\_\_\_\_

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

Hancock & Sons Construction, Inc. considers all applicants for employment without regard to race, color, religion, sex, national origin, age, or disability, or status as a Vietnam-era, special disabled or other protected veteran in accordance with federal law. In addition, Hancock & Sons Construction, Inc. complies with applicable state and local laws prohibiting discrimination in employment in every jurisdiction in which it maintains facilities. Hancock & Sons Construction, Inc. also provides "reasonable accommodations" to qualified individuals with disabilities, in accordance with the Americans with Disabilities Act and applicable state and local laws.

Full Name: \_\_\_\_\_ Social Security No. \_\_\_\_\_

Current Address \_\_\_\_\_ Street City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Apartment No.: \_\_\_\_\_ Telephone No.: \_\_\_\_\_ Referred by: \_\_\_\_\_

Are you over the age of 18?  Yes  No If not, state your age: \_\_\_\_\_

Are you willing to work overtime as necessary?  Yes  No

Are you willing to travel and work in other areas of the State of Georgia for extended periods?  Yes  No

Date you can start: \_\_\_\_\_

Have you ever been employed by us?  Yes  No

If yes, when? \_\_\_\_\_

With this application you have received a copy of the essential functions necessary to perform the job for which you are applying. Are you able to perform the essential functions of this position, with or without reasonable accommodation?

Yes  No If no, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
Have you ever been convicted of a crime? (This request does not include offenses for which you successfully completed a First Offender Sentence. A conviction record will not necessarily be a bar to employment. This information will be used only for job-related purposes and only to the extent permitted by applicable law)

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Yes  No

If yes, state nature of offense, when, where, and disposition.

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Federal laws require that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with such laws, all offers of employment are subject to verification of each applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization upon employment.

Are you authorized to work for all employers in the United States on a full-time basis, or only for your current employer?

All employers  Current employer only

State name(s) of any relative(s) in our employ and your relationship to them:

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### RECORD OF EDUCATION

School	Name and Address of School	Number of Years Completed	Did You Graduate?

### MILITARY SERVICE RECORD

Have you ever served in the U.S. Armed Forces?  Yes  No: List duties in the Service, including special training that is relevant to the position for which you have applied. \_\_\_\_\_

### SPECIAL SKILLS

Please list any skills that you believe you possess which will assist you in performing the job for which you are applying: \_\_\_\_\_

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### PRIOR WORK HISTORY

List in order with most recent or current employer first where you have worked for the last ten years. Account for any gaps in your employment. Note: the company does not discriminate based on his/her former or current unemployment status.

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Dates From/To	Name, Address and Telephone Number of Employer	Rate of Pay	Supervisor's Name	Reason for Leaving

Describe in detail the work you performed for each employer listed above:

Dates From/To	Employer	Type of work and responsibilities

# HANCOCK & SONS CONSTRUCTION, INC.

## PREEMPLOYMENT STATEMENT

*(Please read carefully and sign the statement below)*

I understand and agree that:

1. The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, or any other materials supplied by me to Hancock & Sons Construction, Inc. during the pre and post hiring process can be justification of refusal of employment, or if employed, termination from Hancock & Sons Construction, Inc. employ.

2. Any offer of employment I may receive from Hancock & Sons Construction, Inc. is contingent upon my successful completion of the company's total preemployment screening process, including the company's receiving references that it considers satisfactory, and my satisfactory completion of any post-offer preemployment medical examination that the company may require. I also agree, if employed, to submit to a medical examination, at any time the company requests. I hereby consent to having the results of any post-offer preemployment or post-employment medical exams I may be required to take disclosed to Hancock & Sons Construction, Inc.

3. I understand that as a condition of employment, I may be required to undergo and successfully pass a screening for alcohol and/or drugs. I also understand and agree that, if employed, I may be required to submit to an alcohol or drug screening at any time at the discretion of Hancock & Sons Construction, Inc. I hereby consent to having the results of any such alcohol or drug screening I may be required to undergo disclosed to Hancock & Sons Construction, Inc.

4. I authorize and request that all of my present and former employers and those individuals I have listed as personal references furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment, hereby releasing them from any and liability for damages arising from furnishing the requested information.

5. In consideration of my employment, I agree to comply with the policies, rules, regulations, and procedures of the Company and understand that my employment and compensation can be terminated with or without cause or notice, at any time, at the option of either Hancock & Sons Construction, Inc. or myself. I further understand that no manager or representative of the company, other than \_\_\_\_\_ has any authority to enter into any agreement with me for employment for any specified period of time or to make any agreement with me for employment for any specified period of time or to make any agreement different from or contrary to the foregoing. I further understand that any such agreement, if made, shall not be enforceable unless it is in writing and signed by me and by one of the individuals designated above. I also understand and agree that no employee or representative of the Hancock & Sons Construction, Inc. has the authority to make any verbal promises, commitments, or statements of any kind at any time that are legally binding on the Company.

I STATE THAT I AM ABLE TO READ THE ENGLISH LANGUAGE AND HAVE READ AND FULLY UNDERSTAND WHAT IS STATED IN THIS DOCUMENT.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# HANCOCK & SONS CONSTRUCTION, INC.

## SECURITY DATA SHEET

All applicants for employment with Hancock & Sons Construction, Inc. are required to undergo a background screening, which includes a criminal record check. In responding to the questions below, do not include information about arrests that did not result in convictions, or about arrests or conviction records which have been sealed, expunged or in which you received a sentence under and successfully completed a First Offender Sentence.

Have you ever been convicted of a crime or entered a plea of nolo contendere (no contest) to a criminal charge?

Yes       No

If yes, please provide the following details (if you need additional area to complete your response please use a separate page):

Where did the conviction occur?

When did the conviction occur?

What was the crime for which you were convicted?

Note: a conviction record will not necessarily be a bar to employment. This information will be used solely for job-related purposes consistent with applicable law. Factors such as the nature of the conviction in relation to the position for which you have applied; the time which has elapsed since the date of any conviction(s); age at the time of the conviction; the seriousness of the offense(s), etc. will be considered in determining your eligibility for employment.

3. Are you currently under investigation by any administrative agency or regulatory agency (e.g., OSHA, EEOC, IRS) for a violation of any rules, regulations, or statutes?

Yes  No. If yes, please explain: \_\_\_\_\_

4. Has any administrative agency or regulatory agency (e.g., OSHA, EEOC, IRS) ever found you to be in violation of any rules, regulations, or statutes?

Yes  No. If yes, please explain: \_\_\_\_\_

5. Are you currently a defendant in any administrative, civil, or criminal proceeding? (Note: please exclude proceedings related to any actions for divorce).

Yes  No. If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date