

# 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? \_\_\_\_\_

Do you have a valid driver's license? Yes or No Type: \_\_\_\_\_ State: \_\_\_\_\_

With this application you have been explained 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.

## 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