



Application for Employment

Personal Information

Name (Last, First, Middle)		Social Security # ¹	
Present Address	City	State	Zip Code
Permanent Address	City	State	Zip Code
Telephone #	Secondary Telephone #	Email Address	

Employment

Positions Desired	Date you can start	Salary Desired
Are you currently employed?		May we contact your current employer? (If we may not, please specify reason)

Educational Background

	School or Institution Name And Location	Major/Minor	Diplomas, Degrees, or Credits Earned	Grade Point Average
High School				
College/University				
Trade School				

¹ Federal Privacy Act [5 U.S.C. § 552A NOTE] Statement. Authority for requesting social security account numbers: Child Protective Services Law (CPSL) [23 Pa C.S., Chapter 63] Principal Purpose: Identification and collection of criminal/background records. Disclosure: Mandatory. Failure to provide the Social Security Number will result in an applicant not being considered for employment.

Experience

(Present or most recent first)

Dates		Name of Employer and Address		Your Title
From				
To				
		Telephone #		
Work Performed		Reason for Leaving		
Name and Title of Supervisor		Final Salary (salary or rate per hour)		

Dates		Name of Employer and Address		Your Title
From				
To				
		Telephone #		
Work Performed		Reason for Leaving		
Name and Title of Supervisor		Final Salary (salary or rate per hour)		

Dates		Name of Employer and Address		Your Title
From				
To				
		Telephone #		
Work Performed		Reason for Leaving		
Name and Title of Supervisor		Final Salary (salary or rate per hour)		

Dates		Name of Employer and Address		Your Title
From				
To				
		Telephone #		
Work Performed		Reason for Leaving		
Name and Title of Supervisor		Final Salary (salary or rate per hour)		

References

Name	Relationship	Years Known	Address	Telephone #

General Background Information

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate, which results in a fine, sentence or probation.

You may omit minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Please circle your response for the questions below.

Were you ever convicted of a criminal offense?	Yes	No	Not sure
Are you currently under charges for a criminal offense?	Yes	No	Not sure
Within the last ten years, have you been fired from any job for any reason?	Yes	No	Not Sure
Are you subject to any visa or immigration status, which would prevent you from lawful employment?	Yes	No	Not Sure
Note:	If you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include your social security number.		

Act 34 Clearance (PA State Police Criminal Background Check)

Each applicant must submit with his/her employment application a copy of a Criminal History Record from the Pennsylvania State Police. Prospective employees must submit ORIGINAL report, which may not be more than one (1) year old.

Act 114 (Federal Criminal History Record)

Each applicant must submit with his/her employment application a copy of a Federal Criminal Record from the Federal Bureau of Investigation (FBI). Prospective employees must submit ORIGINAL report, which may not be more than one (1) year old.

Act 151 Clearance (PA Child Abuse History Clearance)

Each applicant must submit with his/her employment application a copy of an official clearance from the Pennsylvania Department of Public Welfare. Prospective employees must submit ORIGINAL report, which may not be more than one (1) year old.

Pre-Employment, Random, and Project-Specific Drug Testing

Each applicant will submit to pre-employment and random drug testing. In addition, some projects employees will work on require additional testing that may not be more than one (1) year old.

Driving Information

All applicants may have their driving records reviewed before beginning employment and/or periodically thereafter.

Driver's License State		Number	
Prior State (if current is less than 3 years old)		Number	
Current Auto Insurance Company			
Circle the appropriate response:			
Do you have a Commercial License?		Yes	No
Have you had any auto insurance refused, cancelled or expired in the past 5 years?		Yes	No
Have you been required to file evidence of financial responsibility in the past 5 years?		Yes	No
Has your driver's license or driving privileges been revoked or suspended in the past 5 years?		Yes	No
Have you received a ticket for speeding, a PBJ, or any other vehicle code violation within the past 5 years? (If yes, please attach a statement detailing the date and description of the violation(s). If speeding, include your actual speed and the speed limit.)		Yes	No
Have you ever received any felony convictions. (If yes, please attach a statement detailing the date, description and penalty.)		Yes	No
Have you had any comprehensive losses (deer, fire, glass breakage, theft, etc.) in the past 5 years?		Yes	No
Have you, while driving any motor vehicle, commercial or personal, been involved in an accident during the past 5 years?		Yes	No

Certification and Release Authorization

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I understand that any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my employment.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of Carbaugh Concrete, Inc may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to Carbaugh Concrete, Inc. I further authorize these officials to investigate my background, now or in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background. However I do not authorize the production of medical records or other information, which would tend to actually identify a disability nor do I authorize inquiries which would include information related to any medical condition or medical history. Further, I do not waive any rights which I may have under state or federal law related to my right to challenge the disclosure of unlawful or inaccurate information, whether by Carbaugh Concrete, Inc. or by entities or persons providing such information to Carbaugh Concrete, Inc., including any and all claims concerning allegations of employment discrimination because of race, color, sex, religion, national origin, ancestry, age, or disability.

Applicant's Signature _____ Applicant's Printed Name _____ Date / /