



# HUTTON CONSTRUCTION

## Application for Employment

An Equal Opportunity Employer

Application Date: \_\_\_/\_\_\_/\_\_\_

Date Available: \_\_\_/\_\_\_/\_\_\_

Position Applying For: \_\_\_\_\_

### PERSONAL INFORMATION

(Last NAME	First	MI)	(Jr., Sr., etc.)	PREFERRED FIRST NAME	SOCIAL SECURITY NO.
PERMANENT ADDRESS: (where income tax info. & other official documents will be mailed) Street City State ZIP					(A/C) PHONE NUMBER ( )
EVER WORKED FOR HCC BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes: When & Where?		SUPERVISOR'S NAME		REASON FOR LEAVING	
I AGREE TO THE FOLLOWING AS A CONDITION OF EMPLOYMENT:		PHYSICAL/DRUG SCREEN <input type="checkbox"/> YES <input type="checkbox"/> NO	VALID DRIVERS LICENSE <input type="checkbox"/> YES <input type="checkbox"/> NO	ARE YOU 18 YRS. OR OLDER <input type="checkbox"/> YES <input type="checkbox"/> NO	NUMBER OF YEARS IN CONSTRUCTION _____
HAVE YOU EVER BEEN CONVICTED OF ANYTHING OTHER THAN A MISDEMEANOR? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes: explain?					
DO YOU HAVE ANY PHYSICAL DISABILITY THAT WOULD LIMIT YOU IN WORKING ON A CONSTRUCTION PROJECT? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes: explain?					
CAN YOU FURNISH PROOF OF CITIZENSHIP OR AUTHORIZATION TO WORK IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO					
WHAT LANGUAGES DO YOU SPEAK FLUENTLY? <input type="checkbox"/> ENGLISH <input type="checkbox"/> SPANISH <input type="checkbox"/> OTHER _____					
LIST SURVEYING AND/OR CONSTRUCTION EQUIPMENT YOU CAN OPERATE:					
LIST TWO PERSONAL REFERENCES:				Relationship	(A/C) PHONE NUMBER ( )
2ND CONTACT:				Relationship	(A/C) PHONE NUMBER ( )

### PREVIOUS EMPLOYMENT (Enter last employer first)

FROM: (MO/YR) ___/___	TO: (MO/YR) ___/___	SUPERVISOR'S NAME	(A/C) PHONE NUMBER ( )	MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO	REASON FOR LEAVING
COMPANY NAME		RATE OF PAY	JOB TITLES AND DUTIES		
ADDRESS: Street City State ZIP					
TYPE OF BUSINESS			LOCATION OF WORK		

FROM: (MO/YR) ___/___	TO: (MO/YR) ___/___	SUPERVISOR'S NAME	(A/C) PHONE NUMBER ( )	MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO	REASON FOR LEAVING
COMPANY NAME		RATE OF PAY	JOB TITLES AND DUTIES		
ADDRESS: Street City State ZIP					
TYPE OF BUSINESS			LOCATION OF WORK		

## PREVIOUS EMPLOYMENT (Continued From Page 1)

FROM: (MO/YR) ___/___	TO: (MO/YR) ___/___	SUPERVISOR'S NAME	(A/C) PHONE NUMBER ( )	MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO	REASON FOR LEAVING
COMPANY NAME		RATE OF PAY		JOB TITLES AND DUTIES	
ADDRESS: Street		City	State	ZIP	
TYPE OF BUSINESS			LOCATION OF WORK		

FROM: (MO/YR) ___/___	TO: (MO/YR) ___/___	SUPERVISOR'S NAME	(A/C) PHONE NUMBER ( )	MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO	REASON FOR LEAVING
COMPANY NAME		RATE OF PAY		JOB TITLES AND DUTIES	
ADDRESS: Street		City	State	ZIP	
TYPE OF BUSINESS			LOCATION OF WORK		

## EDUCATION

GRADE SCHOOL	<input type="checkbox"/> YES <input type="checkbox"/> NO	COMPLETED?	<input type="checkbox"/> YES <input type="checkbox"/> NO
HIGH SCHOOL	<input type="checkbox"/> YES <input type="checkbox"/> NO	GRADUATED?	<input type="checkbox"/> YES <input type="checkbox"/> NO
TRADE SCHOOL NAME OF TRADE:	<input type="checkbox"/> YES <input type="checkbox"/> NO	GRADUATED?	<input type="checkbox"/> YES <input type="checkbox"/> NO LAST YEAR COMPLETED ___/___/___
COLLEGE NAME OF DEGREE: (IF APPLICABLE)	<input type="checkbox"/> YES <input type="checkbox"/> NO	GRADUATED?	YES NO LAST YEAR COMPLETED ___/___/___

**Employment at Will** - I understand and agree that my employment is "at will," which means that I have the right to end our work relationship at any time for any reason whatsoever, and conversely, the Company has the right to alter or modify the terms of employment or terminate the employment relationship at any time for any reason whatsoever, whether or not such reason constitutes equitable or just cause.

SIGNATURE \_\_\_\_\_ DATE \_\_\_/\_\_\_/\_\_\_

### EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of this Company to abide by all applicable federal and state laws regarding EEO. We do not discriminate against any applicant for employment of any employee because of race, creed, color, national origin, sex, age, physical or mental disability.



**HUTTON**  
CONSTRUCTION