



APPLICATION FOR EMPLOYMENT

Date of Application: _____

Personal Information

Legal Name _____
Last
First
Middle

Home Address _____
Street/ Apt#
City
State
Zip

Phone No.: (____) _____ Other: (____) _____

Soc. Security #: _____ Gender: M F Date of Birth: ____/____/____

Birthplace: _____ Race: _____ Are you a U.S. Citizen? [] Yes [] No

Drivers License #: _____ CDL: [] Yes [] No

Position Desired: _____ Hourly Wage Expectation: _____

Are you currently employed: [] Yes [] No May we contact your employer: [] Yes [] No

Educational Information

School	Name & Location	Major	Years Attended	Graduate/Degree
College				[] Yes [] No
High School				[] Yes [] No
Other				[] Yes [] No

If you received a GED, indicate date and issuing authority: _____

Special Training/Skills/Hobbies: _____

**For
Office
Use
Only**

Application	[]	Reference Letters	[]
Resume	[]	Copy of Driv Lic	[]
Drug Screen	[]	Copy of SS Card	[]

Employment History

Date Employed	Name/Address of Employer	Salary	Position	Reason for Leaving
From		\$		
To		Per		
From		\$		
To		Per		
From		\$		
To		Per		
From		\$		
To		Per		

References

Name/Business	Address	Phone	Years Known

IN CASE OF EMERGENCY NOTIFY: _____

Relationship: _____ Phone: (____) _____

STATEMENT BY APPLICANT: I hereby authorize my former employers to furnish their records of any service, my reason for leaving their employ, together with all employment-related information they may have concerning me. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without previous notice.

Signed: _____ Date: _____

~~~~~ DO NOT WRITE BELOW THIS LINE ~~~~~

|                 |           |              |             |
|-----------------|-----------|--------------|-------------|
| Interviewed by: | Date:     |              |             |
| Remarks:        |           |              |             |
| Hire Date:      | Position: | Rate of Pay: | Start Date: |

**Potential Offer of Employment Requirements**

Effective in January 1, 2015, all persons hired for employment will be required to successfully complete a 10 Panel Drug Screening and a Blood Alcohol Test. The following is the process that will be followed.

- Applicant will fill out an application form for K. Wohltman Construction, Inc.
- Applications are reviewed by an authorized staff member and will interview the applicant.
- The authorized staff member will offer employment to those candidates deemed to be most qualified and suitable for the positions sought.
- Hired applicants will be required to submit to a 10 Panel Drug Screening and Blood Alcohol Test.
- Upon hire, applicants will be given a "start" date with new Employee packet to complete.

Medical information collected in connection with such tests will be maintained in a confidential file in accordance with requirements of the American with Disabilities Act (ADA) and the information collected will not be used for any purpose inconsistent with ADA.

K. Wohltman Construction, Inc. is an equal opportunity employer and does not discriminate against individuals on the basis of race, color, religion, gender, national origin, disability, or any other basis protected by federal, state or local law.

Nothing in this policy is intended to be, and should not be construed as, a contract for any particular term or condition of employment. Unless otherwise set forth in a written agreement signed by the applicant/employee and K. Wohltman Construction, Inc., individuals are employed "at will". This means that K. Wohltman Construction, Inc. and the applicant/employee could terminate the employment relationship at any time, with or without cause or notice. If you believe you are employed on something other than an "at will" basis, you should advise K. Wohltman Construction, Inc. in writing. Failure to do so will be deemed by K. Wohltman Construction, Inc. as a further indication that you and K. Wohltman Construction, Inc. agree that the employment relationship is "at will".

**Acknowledgment:**

I have read the above policy and understand that if offered employment it will be conditioned on the successful completion of a negative drug test. I hereby agree to comply with the above procedure and request that my application for employment be processed pursuant to this policy.

\_\_\_\_\_ Signature of Employee \_\_\_\_\_(Date)

\_\_\_\_\_ Company Representative \_\_\_\_\_(Date)