

APPLICATION FOR EMPLOYMENT

Accura Construction Corp is an equal opportunity employer. It is the policy of Accura Construction Corp to consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. Revised 3-6-14

Position(s) Applied For:	Application Date:
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Last Name:	First Name:
Address:	
Telephone Number(s)	
Cell phone number:	Email address:

Best time to contact you at home is: _____ am/pm Yes No

If you are under 18 years of age, can you provide required proof of your eligibility to work? _____ _____

Have you ever filled out an application with Accura Construction Corp before? _____ _____
If Yes, give date _____

Have you ever been employed with Accura Construction Corp before? _____ _____
If Yes, give date _____

Do any of your friends or relatives, other than spouse, work here? _____ _____
If Yes, give name & relationship _____

Are you currently employed? _____ _____

May we contact your present employer? _____ _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? *(Proof of citizenship or immigration status will be required upon employment.)* _____ _____

Are you currently on "lay-off" status and subject to recall? _____ _____

Can you travel if the job requires it? _____ _____

Are you willing to work overtime? _____ _____

Date available for work _____ Earnings Expected _____

Are you available to work: _____ Full Time *(Please indicate 1 2 3 shift)*
 _____ Part Time *(Please indicate Mornings Afternoons)*
 _____ Temporary *(Please indicate dates available _____)*

Education

School	Name & Address of School	Course of Study	No. of Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/ Professional				
Vocational or Military				
Other (Specify)				

Personal Data

Language(s) and present fluency level (optional) (read, write and/or speak)_____

Computer skills/languages; scientific/instrument skills_____

Describe any specialized training, apprenticeship, skills and extra-curricular activities_____

List professional, trade, business or civic activities and offices held. (*You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status*)_____

Summarize special job-related skills and qualifications acquired from employment or other experience_____

Have you ever been convicted of or pleaded no contest to a crime which was not annulled by a court? If YES, when and please explain the circumstances. **NOTE:** A conviction record will not necessarily exclude you from employment. Factors such as age at time of offense, rehabilitation efforts, length of time since the offense, and nature of the crime will be taken into consideration.
 [YES] [NO]

Note to Applicants: DO NOT answer this question unless you have been informed about the requirements of the job for which you are applying.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. ___ Yes ___ No

REFERENCES (Give the name, address and phone number of three persons unrelated, and not living with you)

Name	Phone Number	Best Time to Call	Occupation

EMPLOYMENT HISTORY

Listing most recent position first, please show former employment and account for any lapses in time between employment periods.

1. Employer's name and address _____ Telephone No. _____
 Dates Employed: From _____ To _____ Total Compensation _____
 Starting position _____ Final Position _____
 Work performed _____

 Name and Title of supervisor _____
 Reason for leaving _____
 May we contact as a reference? ____ Yes ____ No

2. Employer's name and Address _____ Telephone No. _____
 Dates Employed: From _____ To _____ Total Compensation _____
 Starting position _____ Final Position _____
 Work performed _____

 Name and Title of supervisor _____
 Reason for leaving _____
 May we contact as a reference? ____ Yes ____ No

3. Employer's name and address _____ Telephone No. _____
 Dates Employed: From _____ To _____ Total Compensation _____
 Starting position _____ Final Position _____
 Work performed _____

 Name and Title of supervisor _____
 Reason for leaving _____
 May we contact as a reference? ____ Yes ____ No

4. Employer's name and address _____ Telephone No. _____
 Dates Employed: From _____ To _____ Total Compensation _____
 Starting position _____ Final Position _____
 Work performed _____

 Name and Title of supervisor _____
 Reason for leaving _____
 May we contact as a reference? ____ Yes ____ No

Comments: Include explanation of any gaps in employment:

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I also authorize complete and accurate disclosure by each past employer of all employment-related information including, but not limited to, service dates, titles, responsibilities, pay rates, job performance and reason for termination without liability to the company or any past employer.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Accura Construction Corp is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of Accura Construction Corp.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of Accura Construction Corp if employed.

Date _____ Signature of Applicant _____

Hired as _____

Starting Rate _____ per _____

Starting Date _____ Shift _____

Authorized: _____