



The Concrete and Aggregate Experts

APPLICATION FOR EMPLOYMENT

TO APPLICANT: We appreciate your interest in applying for employment with our organization. A clear understanding of your background and work history will assist us in reviewing your qualifications.

PERSONAL INFORMATION

Name Last	First	Middle	SOCIAL SECURITY NO	
Present Address: No. and St. or Apt. No. or P.O. Box		City	State	ZIP
Telephone Number		Alternate Telephone Number		

EMPLOYMENT INFORMATION

Date Available for Work _____ Position Desired _____ Expected Salary _____

Are you eligible to work in the United States? ____ YES ____ NO

If not a U.S. Citizen state visa type _____

How many years experience do you have in the area for which are applying: ____ Yrs ____ Mths.

Type of employment desired? ____ Full Time ____ Part Time ____ Temporary

EDUCATION

SCHOOL/INSTITUTION	NAME & ADDRESS	MAJOR	LAST YEAR COMPLETED				DEGREES RECEIVED
			1	2	3	4	

High School _____

College _____

College _____

Business/Technical _____

Other _____

Grade Point Average: _____ out of _____ Class Rank: _____ out of _____

SCHOOL ACTIVITIES:

ACHIEVEMENTS / SPECIAL SKILLS

List academic awards, professional memberships, certifications, or any other significant accomplishment. List any computer skills, office equipment used, and/or other special skills (please include proficiency level).

WORK EXPERIENCE

Please fill out the information below listing current or most recent employer first. Include part-time or summer work only if you are a recent graduate. Please enclose a resume to provide additional information pertaining to your duties.

		Date Employed (Month / Year)	Last Base Salary
		/ /	

Company Name	Address		
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JOB TITLE	SUPERVISOR'S NAME	TELEPHONE	REASON FOR LEAVING
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Description of Duties

		Date Employed (Month / Year)	Last Base Salary
		/ /	

Company Name	Address		
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JOB TITLE	SUPERVISOR'S NAME	TELEPHONE	REASON FOR LEAVING
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Description of Duties

		Date Employed (Month / Year)	Last Base Salary
		/ /	

Company Name	Address		
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JOB TITLE	SUPERVISOR'S NAME	TELEPHONE	REASON FOR LEAVING
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Description of Duties

May we contact your current employer? _____ Yes _____ No

If so, contact's name, telephone number, and position (if different from above): _____

GENERAL INFORMATION

Have you ever been employed by Shelby Materials? _____ Yes _____ No

If Yes, give dates of employment. From _____/_____/_____ to _____/_____/_____

Were you ever employed under a different name? _____ Yes _____ No

If Yes, state name. _____

Are you 18 years of age or older? _____ Yes _____ No

Have you ever been convicted of a crime: _____ Yes _____ No

If yes, state the crime(s) date(s), and sentence(s). _____

How were you referred to Shelby Materials _____ Newspaper _____ Employment Agency
_____ School _____ Other

If an employee referred you, please state name. _____

MILITARY SERVICE RECORD

Were you in the U.S. Armed Forces: _____ Yes _____ No

If Yes, which branch? _____

Dates of Duty: From _____/_____/_____ to _____/_____/_____

Rank at discharge: _____

List Duties: _____

WORK REFERENCE

Please list three individuals (other than relatives) whom we may contact for work related references.

Name	Title	Organization	Telephone No
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TERMS AND CONDITIONS OF APPLICATION AND EMPLOYMENT

Please read the following statements carefully before signing this application

I certify that all statements I have made on this application or on my resume are true and correct. I acknowledge that any false statement or misrepresentation on this application will be just cause for refusal to hire or for my immediate dismissal at any time during my employment.

I understand and agree that if employed by Shelby Materials, I will regard and preserve any information of confidential nature connected with the company, unless given the written consent of Management of the company. I also understand and agree that under any terms of employment with Shelby Materials, I will be entitled to terminate my employment at any time for any reason and that Shelby Materials, similarly has the right to terminate my employment without regard to race, color, religion, national origin, sex, age, veteran status, marital or parental status, or physical or mental handicaps which have no bearing on my ability to perform the work to which I am assigned.

I agree to comply with the company's policies and procedures. I understand that any offer of employment may be contingent upon my completion of a physical and is contingent upon my ability to comply with INS regulations establishing my identity and right to work in the United States. Also, I agree to supply an accurate driving record from the Bureau of Motor Vehicles before starting my first day of employment

I understand that neither this document nor any offer of employment from Shelby Materials constitutes an employment contract, unless an authorized representative of Shelby Materials executes a specific document to that effect. I have read and understand the foregoing statements and accept the same as conditions of employment

Applicant's Signature

Date

Please do not write below this line.

Interviewed by: _____

Date: _____

Outcome of Interview:

_____ Recommend to be hired

_____ Not recommended to be hired

If rejected, state reason:

