



Application for Employment

An Equal Opportunity Employer

We consider applicants for all positions without regard to race, color, religion, national origin, gender, disability, age, marital status, veteran status, creed, status with regard to public assistance, sexual orientation, or other legally protected status. Applicants of diverse backgrounds are encouraged to apply. All information you provide in this application may be used for the purpose of a background check. E.D. Hughes Excavating will investigate your background as required by DOT Regulations Part 391.23, and may perform other background checks the company deems appropriate for the position.

Interviews are on a competitive basis, using job-related factors, after a written application has been received and reviewed.

Because of the large number of applications received, not everyone who applies for a vacant position will be interviewed.

Please use ink, print information and complete application by answering each question fully & accurately.
Applications must be completed by applicant.

Position(s) Applying for 1.			Application Date
2.			
Last Name	First	Middle	Primary Phone – <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work
Address			Alternate Phone – <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work
City	State	ZIP	Pay Expected
Email Address			Date Available for Work

Addresses for past 3 years (complete this section only if applying for driving position)

Address _____ City _____ State _____ ZIP _____ Length of time _____

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How did you learn about us?

Employee Referral (employee name) _____ Walk In Company Website Employment / Work Force Agency

College Recruitment Online Ad Newspaper Ad Other _____

Have you ever been employed with E.D. Hughes Excavating? Yes No

If yes, give date _____ Position _____ Location _____

Have you been convicted of a felony within the last seven years? Yes No

(A conviction will not necessarily bar you from employment. This information will be used only for job-related purposes in accordance with applicable Law. Do not disclose convictions that have been expunged or judicially sealed). If yes, please explain:

Are you legally eligible for employment in the United States?..... Yes No

You must be 18 years of age or older to work in the highway/heavy construction industry. Are you of an age to work in this industry? .. Yes No

Are you willing/able when the job requires to travel by personal vehicle? Yes No

Jobs may require overtime. Are you willing to work overtime if needed? Yes No

Projects may require working nights. Are you willing/able to work nights if jobs require? Yes No

Are there specific shifts you are available to or prefer to work? _____

Saturday or weekend work may be required. Are you willing to work Saturday or weekends if needed?..... Yes No

Type of employment desired Year-round Seasonal Part-time/temporary and dates available _____ to _____

Can you perform the essential functions of this job?..... Yes No

Employment History – YOU MAY ATTACH A RÉSUMÉ, BUT IT IS NOT ACCEPTABLE IN LIEU OF COMPLETING THIS APPLICATION.

List your last Ten (10) years of employment, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in the comments section below. If more space is needed, please use additional paper.

You may exclude experiences that reveal age, ancestry, disability, national origin, race, religion, sex or other protected status.

Employer	Telephone	Dates Employed		Summarize the nature of work performed and job responsibilities
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting		
Immediate Supervisor and Title		\$	Per	
		Final		
Reason for Leaving		\$	Per	

Were you subject to the Federal Motor Carrier Safety Regulations (FMCSRs) while employed Yes No
 If yes, was your job designated a safety-sensitive function subject to the Drug and Alcohol Testing Requirements of 49CFR 40? Yes No

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Comments/other information (gaps of employment)

May we contact your current and previous employers? Yes No
 If No, please explain:

Education/Training (including apprenticeships and specialized training)

Type of School	Name and Location of School	Course of Study	No. Years Completed	Did you Graduate? Diploma/Degree/Major
High School				
Trade/Technical				
College/University				
Graduate or Professional				
Other (Explain)				

Please identify experience you have in the following areas:

Truck Driving Positions	Type of Equipment	Duration of Experience (months/years)
Tractor-trailer		
Dump truck		
Ready mix truck		
Boom truck		
Equipment Operator Positions		
Backhoe		
Bobcat		
Crusher		
Dozer		
Farm tractor		
Forklift		
Loader		
Motor grader	Finish <input type="checkbox"/> Yes <input type="checkbox"/> No	
Packer (tractor)		
Paver		
Paver/screed		
Roller		
Screen plant		
Washplant		
Asphalt plant		

Labor Positions	Type of Experience	Duration of Experience (months/years)
Laborer (common)		
Laborer (concrete)		
Laborer (gravel)		
Laborer (paving)		
Flagger	Certification <input type="checkbox"/> Yes <input type="checkbox"/> No	
Raker		
Carpenter		
Maintenance Positions		
Mechanic		
Welder	Certification <input type="checkbox"/> Yes <input type="checkbox"/> No	
Electrician	License type	
Parts dept		
Other Positions		
Estimator		
Drafting		
Dispatch		
Clerical		
Purchasing		

Summarize any additional training, skills, licenses and/or certifications that may qualify you as being able to perform job-related functions in the position(s) for which you are applying.

Professional References (not relatives or previous employers)

Name	Address	Relationship	Phone Number
1.			
2.			
3.			

Driver's license number _____ State _____ Class: A B C D Soc. Sec. # _____

I authorize E.D. Hughes Excavating to access my driving record _____ Date _____

Affidavit – Applicant's Statement

E.D. Hughes Excavating is an Equal Opportunity Employer, and selects the best-matched individual for the job based upon job-related qualifications, regardless of race, color, religion, national origin, gender, disability, age, marital status, veteran status, creed, status with regard to public assistance, sexual orientation, or other legally protected status under state, federal or local Equal Opportunity laws.

I understand and agree that:

1. Although management makes every effort to accommodate individual preferences, business needs may at any time make the following conditions mandatory: overtime, shift work, weekend or evening work.
2. I understand that if I am employed at a division within an "at will" state, such employment is for no definite period of time and that **Hughes Exc.** can change wage, benefits and employment conditions at any time. Employment with this organization 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.
3. If a job offer is made by the company, I agree to submit to a post-offer, pre-employment physical examination, fit for duty test and drug screening test as a condition of employment. I understand that an offer of employment is conditioned upon the results of said testing being satisfactory to the company.
4. If I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employer's service, whenever it is discovered.
5. My signature authorizes E.D. Hughes Excavating to make such investigation and inquiries of my personal, employment and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application. I authorize said companies, schools or persons named in this employment application to release information regarding my employment, academic records, character and qualifications.
6. In the event of employment, I understand that false or misleading information given in my application(s) or interview(s) may result in my discharge. I understand, also, that I am required to abide by all rules and regulations of E.D. Hughes Excavating, as permitted by law.
7. I authorize said companies to release information from my DOT-regulated drug and alcohol testing records. I authorize release of alcohol tests, positive drug tests, refusals to test, other violations of DOT agency regulations, documentation of completion of the return-to-duty following a rule violation, any other information obtained from previous employers of a drug and alcohol rule violation.
8. I understand that information I provide regarding current and/or previous employers may be used, and those employer(s) will be contacted, for the purpose of investigating my safety performance history as required by 49CFR 391.23(d) and (e).
9. I understand that I have the right to review information provided by current/previous employers, have errors in the information corrected by previous employers and for those previous employers to re-send the corrected information to the prospective employer, and have a rebuttal statement attached to the alleged erroneous information, if the previous employer(s) and I cannot agree on the accuracy of the information.
10. I understand that nothing contained in this employment application or in the granting of an interview creates a contract between E.D.Hughes Excavating and me for employment or for any other benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon E.D. Hughes Excavating.

I have read and understand the above. I also certify that answers given herein are true and complete to the best of my knowledge.

Applicant's signature: _____ Date: _____

The company is an Equal Opportunity Employer and has adopted an Affirmative Action Program to provide equal employment opportunity in all personnel activities without regard to race, color, religion, national origin, gender, disability, age, marital status, veteran status, creed, status with regard to public assistance, sexual orientation, or other legally protected status. The company provides reasonable accommodations to qualified individuals with disabilities, in accordance with the Americans with Disabilities Act and applicable federal, state and local laws.

Please complete the following information if applying for a position that requires a CDL

Affidavit to authorize release of employment driving record with drug test result information

Use this form to obtain the Employment Driving Record with drug test result information.

1. Complete all information on form
2. Bill to:
3. Send completed form to: E.D. Hughes Excavating
Human Resources Dept

I, _____ of _____
(Print name) (Print address)

authorize the release of my employment driving record, including drug test results, to be reported to E.D. Hughes Excavating.

Social Security Number: _____
 Driver's License Number: _____ State: _____ Driver's License Class: A B C D
 When does your license expire? _____ Is your license a CDL? Yes No
 Is your license valid and current: Yes No List any endorsements on your license:

Signature of Applicant _____ Date _____
X **X**

The information below will be used where applicable for requests concerning your driving record to comply with DOT and state regulations.

List All Unexpired Driver's Licenses	State of Issue	License #	Type	Endorsement	Expiration Date

- A. Have you ever been denied a license, permit or privilege to operate a motor vehicle?..... Yes No
- B. Has any license, permit or privilege ever been suspended or revoked?..... Yes No
- C. Have you ever been disqualified subject to section 391 of the federal motor carrier safety regulations?..... Yes No
- D. Have you ever tested positive, adulterated a sample or refused a drug or alcohol test? Yes No
- E. Have you ever had an alcohol test with a result of 0.04 or higher?..... Yes No

If the answer to any of the above questions (A-E) is yes, please explain:

Please list all commercial and private motor vehicle accidents for past 3 years (attach sheet if more space is needed).

	Dates	Nature of Accident (head-on, rear-end, upset, etc.)	Injuries/Fatalities
Last Accident			
Next Previous			
Next Previous			
Next Previous			
Next Previous			

Please list all traffic violations on your record during the past 3 years
(including revocation, suspension or withdrawal of an operator's license, but not parking violations).

Date	Offense	Location	Type of Vehicle Operated