



# Employment Application

## APPLICANT INFORMATION

|  |                              |                             |  |                     |  |                              |                             |  |
|--|------------------------------|-----------------------------|--|---------------------|--|------------------------------|-----------------------------|--|
| Last Name  |                              | First                       |  | M.I.                |  | Date                         |                             |  |
| Street Address   |                              |                             |  |                     |  | Apartment/Unit #             |                             |  |
| City   |                              |                             |  | State               |  | ZIP                          |                             |  |
| Phone  |                              |                             |  | E-mail Address      |  |                              |                             |  |
| Date Available   |                              |                             |  | Social Security No. |  |                              | Desired Salary              |  |
| Position Applied for   |                              |                             |  |                     |  |                              |                             |  |
| Are you a citizen of the United States?  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If no, are you authorized to work in the U.S.? |                     |  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |  |
| Have you ever worked for this company?   | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If so, when?                                   |                     |  |                              |                             |  |
| Have you ever been convicted of a felony?  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If yes, explain                                |                     |  |                              |                             |  |
| Do you use illegal drugs?  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If yes, explain                                |                     |  |                              |                             |  |
| Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds, disability or medical condition? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If yes, explain                                |                     |  |                              |                             |  |
| Did you ever resign from any employment rather than face dismissal   | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If yes, explain                                |                     |  |                              |                             |  |

## EDUCATION

|             |  |    |  |                   |                              |                             |        |  |
|-------------|--|----|--|-------------------|------------------------------|-----------------------------|--------|--|
| High School |  |    |  | Address           |                              |                             |        |  |
| From        |  | To |  | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree |  |
| College     |  |    |  | Address           |                              |                             |        |  |
| From        |  | To |  | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree |  |
| Other       |  |    |  | Address           |                              |                             |        |  |
| From        |  | To |  | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree |  |

## REFERENCES

Please list three professional references.

|           |  |  |  |              |  |  |  |
|-----------|--|--|--|--------------|--|--|--|
| Full Name |  |  |  | Relationship |  |  |  |
| Company   |  |  |  | Phone        |  |  |  |
| Address   |  |  |  |              |  |  |  |
| Full Name |  |  |  | Relationship |  |  |  |
| Company   |  |  |  | Phone        |  |  |  |
| Address   |  |  |  |              |  |  |  |
| Full Name |  |  |  | Relationship |  |  |  |
| Company   |  |  |  | Phone        |  |  |  |
| Address   |  |  |  |              |  |  |  |



### PREVIOUS EMPLOYMENT

|   |    |                    |                  |
|---|----|--------------------|------------------|
| Address   |    | Phone              |                  |
| Job Title   |    | Starting Salary \$ | Ending Salary \$ |
| Responsibilities  |    |                    |                  |
| From  | To | Reason for Leaving |                  |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> |    |                    |                  |
| Company   |    | Phone              |                  |
| Address   |    | Supervisor         |                  |
| Job Title   |    | Starting Salary \$ | Ending Salary \$ |
| Responsibilities  |    |                    |                  |
| From  | To | Reason for Leaving |                  |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> |    |                    |                  |
| Company   |    | Phone              |                  |
| Address   |    | Supervisor         |                  |
| Job Title   |    | Starting Salary \$ | Ending Salary \$ |
| Responsibilities  |    |                    |                  |
| From  | To | Reason for Leaving |                  |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> |    |                    |                  |

### MILITARY SERVICE

|                                  |                   |    |
|----------------------------------|-------------------|----|
| Branch                           | From              | To |
| Rank at Discharge                | Type of Discharge |    |
| If other than honorable, explain |                   |    |

### DISCLAIMER AND SIGNATURE

I hereby certify that the facts set forth in the completed employment application are true and complete to the best of my knowledge, I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed whenever the facts become known. If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law. We are an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age, height, weight, or disability. Thank you for completing this application form and for your interest in our business.

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|



**Holt Construction Application**  
**CONSENT AND RELEASE FORM**  
*Drug Testing*

As an applicant desiring employment with Holt Construction, you are required to read and sign this form. Failure to sign will result in your being barred from further consideration for employment with this company.

Holt Construction is firmly committed to maintaining a drug-free work place and has a responsibility to provide a safe work environment for employees and to prevent injuries to the general public. Therefore, reporting to work under the influence of or working while impaired by alcohol or unprescribed or illegal narcotics or drugs, or using, possessing, selling, buying or transferring unprescribed or illegal narcotics or drugs off company premises is prohibited. Consistent with our objective to maintain a drug-free workplace, we require all applicants accepted for employment to pass a drug test as part of our application process. All offers of employment are contingent upon satisfactory results of a drug-screening test. You must satisfactorily pass the company's drug screen test. If you are hired by Holt Construction, you may be required, from time to time, to submit to drug and alcohol screening tests to determine compliance with the company's policy to provide a drug-free workplace. Cooperation in submitting to such tests is a condition of employment, and failure to cooperate will be grounds for immediate termination.

Please read the following instructions and information carefully.

Notice: IN THE EVENT TEST IS POSITIVE, THE APPLICANT MAY BE REMOVED FROM FURTHER CONSIDERATION FOR EMPLOYMENT FOR SIX (6) MONTHS. HOWEVER, THE APPLICANT MAY EXPLAIN THE PRESENCE OF ANY DRUG AND PROVIDE APPROPRIATE SUBSTANTIATION.

Applicant:

I have read and understand these requirements. I accept the conditions for consideration of employment and, if employed, as a condition of continued employment. I consent to the requirements the drug screen test. The testing agency is authorized by me to provide the results of such tests to the company. I understand that the results of such tests will remain the property of Holt Construction, and will not be used for any unauthorized purpose. I further agree to hold the testing company and/or Holt Construction, its agents, directors, officers and employees harmless from any and all liability in connection with such tests or the direct deposit requirement. I understand that all employment with the company is at-will and that nothing in this consent constitutes a guarantee of or creates a contract of employment.

\_\_\_\_\_  
Applicant Signature                      Date

\_\_\_\_\_  
Witness Signature                      Date

\_\_\_\_\_  
Print Name    Print Name

I **refuse** to give my consent, and I **refuse** to be tested. I understand this means I am barred from further consideration for employment with Holt Construction.

\_\_\_\_\_  
Applicant Signature                      Date

\_\_\_\_\_  
Witness Signature                      Date



**Holt Construction Application**  
**CONSENT AND RELEASE FORM**  
*Background Check*

I hereby certify that the facts set forth in the completed employment application are true and complete to the best of my knowledge.

I understand that if employed, falsified statements on this application may result in dismissal.

I release and hold harmless any person, firm, or entity that discloses matters in accordance with this authorization, as well as from liability that might otherwise result from the request for use of and/or disclosure of any or all of the foregoing information.

You are hereby authorized to make any investigation of my personal history academic/professional credentials, military service records, criminal, driving, financial and credit record through any investigative methods or credit bureaus of your choice. I understand and consent to cooperate and assist completing the investigation by providing my fingerprints or any other information required.

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*Print name*

**Signature:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

**Social Security #:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Driver License #:** \_\_\_\_\_