

Application for Employment



We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital, veteran, or any other legally protected status.

Company for which I am applying: (Check One) **Dunn Construction Company, Inc.** **Dunn Buildings, Co., L.L.C.**
 P.O. Box 11967 P.O. Box 11546
 Birmingham, AL 35202 Birmingham, Alabama 35202
 (205) 592-3866 (205) 595-3866

(PLEASE PRINT)

Position(s) Applied For: _____ Date of Application: _____

Referral Source Advertisement Employee Relative Friend
 Government Employment Agency Private Employment Agency
 Other _____

Name of Source (If Applicable) _____

Last Name	First Name	Middle Name
Address (Number) (Street)		<input type="checkbox"/> Do you have a valid driver's license? YES <input type="checkbox"/> NO <input type="checkbox"/>
City		<input type="checkbox"/> Driver's License Number _____ State _____
State and Zip Code		<input type="checkbox"/> Do you have a Commercial Driver's License? YES <input type="checkbox"/> NO <input type="checkbox"/>
Telephone Number	Social Security Number	<input type="checkbox"/> Endorsements: (List) _____

Are you 18 years of age or older? _____ YES NO

Have you ever filed an application with us before? _____ YES NO
 (If YES, give date) _____

Have you ever been employed with us before? _____ YES NO
 (If YES, give date) _____

Are you currently employed? _____ YES NO

May we contact your present employer? _____ YES NO

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? _____ YES NO

(Proof of citizenship or immigration status will be required upon employment. Documents providing valid proof would be a U.S. social security card, original or certified birth certificate along with a driver's license with photograph, voter's registration card, U.S. passport, Certificate of U.S. Citizenship, Unexpired Temporary Resident Card, school ID card with photograph, etc.)

Pay expected: _____

On what date would you be available for work? _____

Could you work overtime or on weekends or holidays? _____ YES NO

Are you currently on "lay-off" status and subject to recall? _____ YES NO

Can you travel if a job requires it? _____ YES NO

Have you been convicted of a felony within the last 7 years? _____ YES NO

(Conviction will not necessarily disqualify an applicant from employment.)

If YES, explain: _____

EDUCATION: (Circle Highest Level Completed):

Grades: 1 2 3 4 5 6 7 8 9 10 11 12 College: 1 2 3 4

High School: _____

Address: _____

Did you receive a diploma? YES NO Do you have a GED? YES NO

College / University: _____

Address: _____ Degree or Diploma: _____

Trade or technical training: _____

Address: _____ Degree or Diploma: _____

EMPLOYMENT HISTORY

List your last three (3) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in comments section below.

Employer	Telephone ()	DATES EMPLOYED FROM TO		Summarize the nature of the work performed and job responsibilities
Address				
Job Title		HOURLY RATE/ SALARY STARTING		
Immediate Supervisor and Title		\$ _____ PER _____		
Reason for Leaving		HOURLY RATE/ SALARY FINAL		
May we contact for reference? Yes _____ No _____ Later _____		\$ _____ PER _____		
Employer	Telephone ()	DATES EMPLOYED FROM TO		Summarize the nature of the work performed and job responsibilities
Address				
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May we contact for reference? Yes _____ No _____ Later _____		\$ _____ PER _____		

If you need additional space, please continue on a separate sheet of paper.

COMMENTS:

ADDITIONAL INFORMATION

SKILLS AND QUALIFICATIONS:

Summarize special skills and qualifications acquired from employment or other experiences that may qualify you to work with our company.

State any additional information you feel may be helpful to us in considering your application:

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 the activities involved in the job or occupation for which you have applied?

YES _____ NO _____

PERSONAL REFERENCES (Not relatives or former employers)

1. _____ (NAME) _____ (PHONE #)

(ADDRESS)

2. _____ (NAME) _____ (PHONE #)

(ADDRESS)

3. _____ (NAME) _____ (PHONE #)

(ADDRESS)

AGREEMENT BY APPLICANT

(Very Important – Please Read Carefully)

I understand and agree that Dunn may conduct or authorize another to conduct an investigation into my financial or credit history. Should such an investigation be undertaken, I am entitled, upon written request, to receive a copy of any investigative report compiled as a result thereof. I certify that all statements I have made on this application are true and correct, and I understand that any false statements may result in denial of employment or termination of my employment if I have already been hired. I authorize the Company to conduct investigations it deems appropriate to verify the statements I have made in this application and ***I hereby request my former employers and their representatives to release all information in their possession which Dunn may deem relevant to my application for employment. In exchange for consideration of my application, I also agree to release and hold harmless both Dunn and any former employer or employer representative from any liability which they may incur in connection with the release of such information.***

I agree to submit to a physical and medical examination by physicians designated by the Company and also agree to submit to further examinations and testing as the Company may require. I agree that the Company may disclose to its employees, managers, agents and others, as it reasonably deems necessary, the information gathered during any such examination, test or investigation. I agree to this examination only after I am offered employment, and understand that the test is limited to determining my ability to perform the essential functions of the job position I have been offered. I understand that I will be subject to testing for use of drugs or alcohol pursuant to Dunn's drug and alcohol testing policy, which includes pre-employment testing, and I expressly consent to such testing.

I also understand that, unless sometime in the future I enter into a specific, written employment contract with Dunn, the employment relationship between the Company and me is freely terminable at the will of either party. I understand that the Company is free to modify or revoke its policies, rules and procedures at any time, and I agree that nothing in the Company's policies, rules or procedures is to be construed as a promise or guarantee of continued benefits of employment.

I understand that this application will be given active consideration for only 45 calendar days and that I may thereafter apply again if I wish to receive continued consideration. I have read and I understand and agree to the foregoing.

Date

Signature of Applicant