

WILKIE CONSTRUCTION COMPANY, INC.

EMPLOYMENT APPLICATION

AN EQUAL OPPORTUNITY EMPLOYER & DRUG FREE WORKPLACE - WE DRUG TEST!

NOTICE TO APPLICANTS OF EQUAL EMPLOYMENT OPPORTUNITY

ALL APPLICANTS FOR EMPLOYMENT WITH WILKIE CONSTRUCTION COMPANY, INC. ARE CONSIDERED AND HIRED ON THE BASIS OF QUALIFICATION, MERIT, AND ABILITY TO PERFORM WORK ASSIGNMENTS; AND WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX, OR NATIONAL ORIGIN. THE EMPLOYMENT PRACTICES OF WILKIE CONSTRUCTION COMPANY, INC. INSURE EQUAL TREATMENT OF ALL EMPLOYEES, WITHOUT DISCRIMINATION IN RATES OF PAY OR OTHER TERMS AND CONDITION OF EMPLOYMENT INCLUDING OPPORTUNITIES FOR ADVANCEMENT, BECAUSE OF THE EMPLOYEE'S RACE, COLOR, RELIGION, AGE, SEX, OR NATIONAL ORIGIN.

Please print in ink. Please complete the form and aptitude test(s) fully. All information will treated in strict confidence.

1. *If you are applying for the Field Position Class XV – General Field Superintendent (listed below), or for a staff position – an additional application is required to be completed. Please ask for this application also.*
2. There will also be as part of your employment application process, you will be asked to complete a basic skills test, math test and a personal questionnaire. You must complete this questionnaire – HERE!

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3. Field position or type of work you are applying for: _____ Application Date _____

<input type="checkbox"/> Class I-Temporary Laborer	<input type="checkbox"/> Class IX-Appr./Asst. Project Supt.
<input type="checkbox"/> Class II-General Laborer	<input type="checkbox"/> Class X-Field Project Superintendent
<input type="checkbox"/> Class III-Carpenter/Concrete Assistant	<input type="checkbox"/> Class XI-Shop Foreman
<input type="checkbox"/> Class IV-Rough or Form Carpenter	<input type="checkbox"/> Class XII-Shop Fleet Mechanics
<input type="checkbox"/> Class V-Skilled Carpenter-Framing & Trim	<input type="checkbox"/> Class XIII-CDL T.Driver-Med. Class
<input type="checkbox"/> Class VI-Lead/Layout & Finish Carpenter	<input type="checkbox"/> Class XIV-Equipment Operator
<input type="checkbox"/> Class VII-Concrete Foreman	<input type="checkbox"/> Class XV-Gen. Field Superintendent
<input type="checkbox"/> Class VIII-Welder/Metal Fabricator	

4. Your Name _____
First Middle Last

5. Your Present Address _____

6. Your Telephone Number _____ Your Social Security Number _____

7. Are you at least 18 years old? Yes _____ No _____ Birth Date _____

8. What is your driver's license number _____ What state _____

9. Have you ever been convicted of a felony or any other crime? Yes _____ No _____
If yes, explain: _____

10. You _____do authorize _____do not authorize Wilkie as part of our standard procedures to complete a background check on you including validation of a DMV license and a credit report.

11. Are you related, (direct or through marriage - even remotely), to any present employee of Wilkie Construction Company or to any member of the Board of Directors, Officers or Owners of Wilkie Construction Company?
Yes _____ No _____ If yes, to who are you related and how?

12. Are you a U. S. Citizen? _____ Do you have the legal right to remain in the US? _____

13. If you are a foreign national, can you presently provide proof of identification or authorization to work in the United States as required by The Immigration Reform and Control Act of 1986? Yes_____ No_____
14. In accordance with the “new” Form F-9 (issued by DHS – May , 2005), I can prove my employment eligibility verification from List A documents via: (circle document)
- U. S. Passport (expired or unexpired)
 - Certificate of U. S. Citizenship
 - Certificate of Naturalization
 - Unexpired foreign passport with I-551 stamp on Form I-94
 - Permanent Resident Card
 - Unexpired Employment Authorization Card
 - Unexpired Reentry Permit
15. I am a Foreign National, who is either: (a) a legal, permanent resident of the U. S. and posses a “Green Card” or; (b) who is legally permitted in the U. S. pursuant to a temporary “work” visa.
16. I can/will provide proof in accordance with Form F-9 as a legal foreign national by producing documentation from List B or List C. (circle document):

List B

- State issued driver’s license or ID card (with Photo)
- School ID card (with photo)
- Voter registration card
- Native American tribal document

List C

- U. S. Social Security Card
- Certified, state issued birth certificate
- Native American tribal document
- U. S. Citizen ID card

17. If you answered “yes” to either question: 13, 14, 15 or 16, then please ask for and complete Form F-9 and provide appropriate documentation for our photocopy use with this employment application.
18. How did you hear about Wilkie Construction Company? _____

19. Were you referred? If so, by whom? _____
20. What is your relationship to this/these individuals? _____
21. Have you ever worked for or applied to the Company before? Yes _____ No _____ If yes, when? _____

22. If yes, why did you leave? _____

23. Prior to your employment with the Company, the Company has skill; personality and profile tests to be given to passed-by and potential candidates for employment. Do you object or have a problem taking either or all of these Company tests? Yes_____ No_____
24. Prior to your employment, the Company may find or suspect certain illness, injuries, etc. may have occurred prior to your employment hire date. Do you object to taking a complete or partial physical examination to confirm (or) not confirm your physical condition at the expense of the Company? Yes_____ No_____
25. Upon your employment termination with the Company, you agree to settle any and/or all employment issues or disputes with the Company through either arbitration or mediation in lieu of court litigation? Yes__ No__

EMPLOYMENT HISTORY

Present Employer _____ Kind of Business _____

Address _____ Phone _____

Starting Date _____ Starting Position _____ Starting Earnings _____

Present Date _____ Present Position _____ Present Earnings _____

Starting Duties _____

Present Duties _____

Immediate Supervisor's Name & Title _____

Reason For Leaving _____

May we contact your present employer now without jeopardizing your position: Yes _____ No _____

2nd or next Previous Employer _____ Kind of Business _____

Address _____ Phone _____

Starting Date _____ Starting Position _____ Starting Earnings _____

Leaving Date _____ Leaving Position _____ Leaving Earnings _____

Immediate Supervisor's Name and Title _____

Reason for Leaving _____

May we contact your previous employer now without jeopardizing your position: Yes _____ No _____

3rd Previous Employer _____ Kind of Business _____

Address _____ Phone _____

Starting Date _____ Starting Position _____ Starting Earnings _____

Leaving Date _____ Leaving Position _____ Leaving Earnings _____

Starting Duties _____

Leaving Duties _____

Immediate Supervisor's Name and Title _____

Reason for Leaving _____

May we contact your present employer now without jeopardizing your position: Yes _____ No _____

If more than three previous employers within last five (5) years, list (2) more here:

Employment Dates		Co. & Address & Phone #	Position	Salary	Reason For Leaving
From	To				

Record of Education

School	From	To	Name and Address of School	Major Subject	Did You Graduate?	List Degree
High School						
College or University						
Business College						
Correspondence School						
Other (Specify)						

Outline any pertinent experiences and attainments achieved through your education, which could qualify you for Company employment. (Such as subjects of conversations, interests, activities, organizations, and honors received). _____

What special training or other industry job skills and qualifications do you have? _____

What construction job skills, training or qualifications do you have? _____

Military Service Record

Were you ever rejected for Military Service? Yes _____ No _____

Have you ever served in the Armed Forces? Yes _____ No _____. If yes, what branch? _____

_____ Type of Discharge _____

Active Duty from _____ to _____ Branch _____

Discharge Rank or Grade _____ List duties in service, including special training:

(3) Personal References

Name and Relationship _____ Occupation _____

Address _____ (City) _____ (State) _____ Phone _____

Name and Relationship _____ Occupation _____

Address _____ (City) _____ (State) _____ Phone _____

Name and Relationship _____ Occupation _____

Address _____ (City) _____ (State) _____ Phone _____

Alcohol & Drug Testing

Wilkie Construction Company, Inc. conducts its business with the highest possible degree of safety and efficiency. Because of this, the Company requires all applicants for employment to undergo blood and/or urinalysis screening for controlled substance and/or alcohol use as part of their pre-placement examination. Testing must be done and certified by a physician before you can begin work.

When an employee is involved in an accident or has controlled substance and/or alcohol in his possession, then drug testing is required during medical attention for his injury or the injuries that he may have caused to other employees or individuals.

In addition, all employees of the Company are subject to blood tests or urinalysis screening for controlled substance and/or alcohol use for cause at random during his employment

Do you have any comments on this?

The purpose of this medical questionnaire is to assist our employment department by placing you in a job that is safe for you and other accordingly to your ability. A physical impairment does not disqualify you.

Your "honest" answers to the following questions are helpful in our "potential" placement of you in a job safe working environment and in our review of your health studies or ailments as indicated...false answers may be a cause for employment dismissal or corrective action. Your information will be held in confidence by our personnel section; except when it is necessary that others be informed **IN REGARD TO YOUR EMPLOYMENT WITH THIS COMPANY ONLY.**

I. Name _____ Date _____

Address _____ Phone _____

Date of Birth _____ SEX _____ Marital Status _____
M F

Current Personal Physician _____
Name Address Phone #

Have you ever had or have now any of the conditions listed below?

Item	Yes	No	Check Yes or No	Item	Yes	No	Check Yes or No
1			Arthritis	17			Hernia or Rupture
2			Asthma	18			Jaundice
3			Bronchitis	19			Kidney Trouble
4			Cancer, Cyst, Tumor	20			Mental Disturbance
5			Diabetes	21			Neuritis, Nerve Trouble
6			Epilepsy	22			Pneumonia
7			Eye Trouble (Serious)	23			Recent Weight Change
8			Foot Trouble	24			Rheumatic/Scarlet Fever
9			Gall Bladder Trouble	25			Skin Trouble or Rash
10			Do you drink alcohol? How much?	26			Do you use tobacco: smoke, chew or dip? How much?
11			Hearing Difficulty	27			Sugar in Urine
12			Heart Trouble	28			Tuberculosis
13			Stroke or paralysis	29			High Blood Pressure
14			Allergies – Food or Drugs (penicillin, mold, dust)	30			Stomach Trouble
15			Thyroid Disease or Goiter of Neck	31			Backache or Back Trouble

II. **If you answered YES to any of the above questions;** show item number and explain briefly:

III. Please answer the following questions (check Yes or No)

Item	Yes	No	
32			Have you ever had back trouble or had your back X-rayed?
33			Have you ever filed a claim for illness or injuries related to your work?
34			Have you ever been rejected for a job or have you lost your job or quit because of your health?
35			Have you ever required a special job assignment because of the effects of illness or injury?
36			Have you ever had an operation or been advised to have one?
37			Have you ever had any broken bones or fractures?

38			Are you at present taking any medicine or drugs?
39			Do you or have you ever suffered from hypertension (high blood pressure)?
40			Have you ever filed a claim or received payment for disability from the Government?

III. **If you answered yes to any of the above questions;** list item number(s) below and explain briefly:

IV. Do you have any physical or mental disabilities, infirmities or limitations we should know about or take into account in placing you in a job? Yes_____ No_____

V. Have you ever worked with or been exposed to any of the following: (circle substances)
 Asbestos Lead Pesticides Fertilizers Chemicals Radioactive Materials

I have reviewed the foregoing medical information supplied by me. I certify that all information is true, accurate and complete to the best of my knowledge. I authorize investigation of all statements contained in this application and my Medical History. I do hereby release Wilkie Construction Company, Inc.; and any other persons or organizations to which Wilkie Construction Co., Inc. may refer to, from any liability for damages as a result of providing or acting upon information received by Wilkie Construction Company regarding me.

I realize that my medical history is part of my employment and conditions with Wilkie. I understand that any falsification of evidence or information, misrepresentation or omission of significant information requested about my personal health or medical history may be considered adequate cause for my employment discharge.

Signed

EMPLOYEE PRE HIRE NOTICE AND CONSENT FORM

1. **Consent to Conduct Background Investigation**
As a condition of and in consideration of Wilkie Construction Company consideration of this application. I give permission to Wilkie Construction Company to investigate my personal and employment history. I understand that this background investigation will include, but not limited to, verification of all information of this application, as well as interviews with past employers. I further give permission to Wilkie Construction Company to conduct this investigation and to discuss the results of this investigation in connection with my application for employment investigation and to discuss the results of this investigation in connection with my application for employment.
2. **Consent to Contact Past Employers**
I give permission to Wilkie Construction Company to contact all employers listed in this application (except those specifically excluded) for references. I further give permission to all current or previous employers and/or managers or supervisors to discuss my relevant personal and employment history with Wilkie Construction Company consent to the release of such information orally or in writing, and hereby release them from all liability and agree not to sue them for defamation or other claims based upon any statements they make to any representative of Wilkie Construction Company.
3. **Consent to Contact Government Agencies**
I give permission to any agent, attorney or representative of Wilkie Construction Company to receive a copy of any information obtained in the file of any federal, state or local court, governmental agency, law enforcement agency or investigator concerning or relating to me. I further consent to the release of such information and waiver any right under state law concerning notification of the request for a release of such information.
4. **Cooperation with Investigation**
I agree to fully cooperate in Wilkie Construction Company's background investigation, and to sign any waivers or releases that may be necessary to obtain access to relevant information.
5. **Application considered for forty-five days**
this employee application will be considered active for forty-five (45) days from the date below. If I want to be considered for a job with the Company after this period of time I must fill out another application.
6. **Examination and Testing**
I agree to submit to a medical examination which will include testing for drugs or alcohol prior to beginning work with the Company. I understand that if I am employed by the Company, I may be required, to undergo a medical examination or testing for drugs or alcohol. I understand that I may be required to take skills and or aptitude tests as part of the application process. All job offers are contingent on a negative drug screen.
7. **Falsification Statement**
I understand that any falsification or willful omission of fact made in this application or in connection with any background investigation may be sufficient grounds for rejection of this application, or, if discovered after an offer of employment, for immediate dismissal.
8. **Employment "At Will"**
In consideration of my employment I agree to conform to the rules and regulations of Wilkie Construction Company, and my employment and compensation is "at will" in that they can be terminated with or without cause, and with or without motive, at any time, at the option of either Wilkie Construction Company or myself, except as otherwise provided by law. I understand that no manager or representative of Wilkie Construction Company other than the President of Wilkie Construction, has authority to enter into any agreement for employment for any specified period of time or to make any agreement or contract to the foregoing, and that any promises to the contrary will only be relied upon by me if they are in writing and signed by the President of Wilkie Construction Company.
9. **Agreement to Arbitrate Disputes**
I agree that any dispute, claim or controversy which may arise between me and Wilkie Construction Company with regard to this Application for Employment, or with regard to my employment by the Company if hired, including any claim that I was not hired, or that I was disciplined or discharged, as a result of my age, sex, color, race creed, national origin, religious persuasion, union affiliation, or disability, or in violation of North Carolina law, shall be subject to and fully settled by mandatory and binding arbitration administered by the American Arbitration Association in accordance with the AAA National Rules for the Resolution of Employment Disputes. The Arbitrator shall have authority to award any remedy that a North Carolina or federal court or North Carolina or federal agency could award or grant in a similar dispute. In any such arbitration proceeding, the Applicant shall have the right to be represented by a spokesman of his/her choosing. The arbitrator shall have the authority to award the Applicant reimbursement of some or all of the attorney's fees and other costs expended, if successful.

10. **Employment Records - Job Qualification & Wage Verification**

You understand that your initial 90 day employment with Wilkie Construction Company is “**conditional**”. During this first 90 days of “**conditional employment**”, you may be asked to explain application information obtained by Wilkie Construction Company as a result of their verification of: your past employment records, driver’s record, criminal record, etc. or their review of your skills and qualifications for your entry level wages at Wilkie Construction Company.

Your field supervisors and/or staff management will be evaluating your trade skills at your entry pay scale during the first 90 days of “**conditional employment**”. Their evaluation is to determine if your entry pay scale is correct or needs to be adjusted. If it is your supervisor's recommendation for an upward adjustment in your entry pay scale, then you could receive an increase from your initial pay scale within 90 days.

However, if your entry wage scale for the required skills and personal tools needed to perform your job classification proves to be too high, then you understand that you have (2) two choices. You may remain in the employment of Wilkie Construction Company **at a lower evaluation pay scale** that has been recommended (based upon your ability) **or you may leave the employment** of Wilkie Construction Company which could mean a loss of your unemployment benefits.

DISCLOSURE UNDER FAIR CREDIT REPORTING ACT AND CONSET TO PROCUREMENT OF CONSUMER REPORT FOR EMPLOYMENT PURPOSES

This is to notify you that in connection with your application for employment consumer reports may be requested from USIS Commercial Services ("USIS"). Such reports may contain public record information concerning your driving record, workers' compensation claims, credit, bankruptcy proceedings, criminal records, etc., from federal, state and other agencies which maintain such records.

Wilkie Construction Company fully complies with the **New Hire Reporting System**. We report all new hire information to the appropriate State agencies to assist with the following issues:

1. **Child Support Enforcement**
2. **Unemployment Benefits Fraud**
3. **Worker's Compensation Fraud**
4. **Government Programs Fraud, i.e. welfare and food stamps.**

You have the right to make a request to USIS, upon proper identification, to request the nature and substance of all information in its files on you at the time of your request, including the sources of information and the recipients of any reports on you that USIS has previous furnished within the two-year period preceding your request.

I AUTHORIZE, WITHOUT RESERVATION, USIS, AND ANY PARTY OR AGENCY CONTACTED BY USIS, TO FURNISH THE ABOVE-MENTIONED INFORMATION.

USIS is authorized to disclose all information obtained to the requesting entity. By signing below, I certify that I have read and fully understand this release, that prior to signing I was given an opportunity to ask questions and to have those questions answered to my satisfaction, and that I executed this release voluntarily and with the knowledge that the information being released could affect my application for employment.

I hereby authorize **Wilkie Construction Company, Inc. and/or its agents** to investigate my background to determine any and all information of concern to my record, whether same is of record or not. I release past employers and people named in my application for all liability in account of his/her furnishing said information to Wilkie.

Additionally, Wilkie is hereby authorized to make any investigation of my personal history including but not limited to a driver's license history, educational background; military record, criminal records, and a thorough investigative check of my credit via credit agency bureau, etc. of their choice. I authorize the release of said information by the appropriate agencies to Wilkie or their investigative services. I understand that this investigation may include a worker's compensation claim search after a conditional job offer has been made or conditional job employment has been initiated. I also understand that I will be required to take drug tests before or during my employment.

List all addresses for the past seven years: (show other information on back and check here ____).

Street Address City State Zip **DATES** _____

Street Address City State Zip **DATES** _____

Street Address City State Zip **DATES** _____

 Print Name

 Date of Endorsement

 Social Security Number

 Date of Birth

 Driver's License #

 State of License

Wilkie Construction Company reserves the right and by your signature below, you hereby agree to allow Wilkie Construction Company to verify: (a) your application for your past history of employment; medical records; employment record with previous employers; your driving record; any criminal record; and (b) allow for our supervisors and management staff to rate and evaluate: your job qualifications, skills and capabilities which will allow Wilkie to make an evaluation for your initial wage rate at which you have been hired. If information supplied you're your application in regards to past employment, medical records, history, driver's record or criminal record, proves to be false as submitted by you to Wilkie, **you would be subject to termination immediately.**

I hereby certify that I have answered the above questions honestly and truthfully and to be the best of my knowledge and that my answers are true and complete.

Name: _____ DATE _____

 Signature