



APPLICATION FOR EMPLOYMENT

PO Box 2523, Cheyenne WY 82007
(307) 635-5460

Programs, services and employment are equally available to everyone. Please inform a representative of the company if you require reasonable accommodation for the application and/or interview.

Please Print

Position applied for _____ Date of application _____

Name _____
First Middle Last Other name(s) you have used

Address _____
Street City State Zip Code

Telephone# (____) _____ Cell # (____) _____ E-Mail Address _____

How did you hear about Valley Construction? Walk-in / Advertisement / Referral / Other _____
Do you know anyone who works for Valley Construction? YES / NO If YES, who _____

Are you at least 18 years of age? YES / NO
If NO, please explain _____

Have you ever been employed by Valley Construction before? YES / NO If YES, give date _____

Are you legally eligible for employment in the United States? YES / NO

Date available to start work ____/____/____ What is your desired starting wage? \$ _____
Type of employment desired: ____ Full-Time ____ Part-Time Are you willing to travel? YES / NO Work overtime? YES / NO

Do you have a valid driver's license? YES / NO Do you have transportation to and from the job site? YES / NO If NO, do you have a way to get to work? _____

Have you ever been convicted of driving while under the influence? YES / NO
If YES, please provide date(s) and details _____

Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime other than minor traffic violations? YES / NO If YES, please provide date(s) and details _____

EMPLOYMENT HISTORY Starting with your most recent employer, provide the following information:

Employer _____ Telephone # _____ Dates employed: Mo. ____ Yr. ____ to Mo. ____ Yr. ____
Street address _____ City _____ State _____ Starting Wage: _____
Job title _____ Full-time / Part-time Final Wage: _____
Immediate supervisor and title _____ May we contact for reference? Yes / No / Later
Why did you leave? _____
Summarize the type of work performed and job responsibilities: _____

Employer _____ Telephone # _____ Dates employed: Mo. ____ Yr. ____ to Mo. ____ Yr. ____
Street address _____ City _____ State _____ Starting Wage: _____
Job title _____ Full-time / Part-time Final Wage: _____
Immediate supervisor and title _____ May we contact for reference? Yes / No / Later
Why did you leave? _____
Summarize the type of work performed and job responsibilities: _____

Employer _____ Telephone # _____ Dates employed: Mo. _____ Yr. _____ to Mo. _____ Yr. _____
 Street address _____ City _____ State _____ Starting Wage: _____
 Job title _____ Full-time / Part-time _____ Final Wage: _____
 Immediate supervisor and title _____ May we contact for reference? Yes / No / Later
 Why did you leave? _____
 Summarize the type of work performed and job responsibilities: _____

Please explain **All** gaps in work history _____

EDUCATIONAL BACKGROUND

Name & Location of High School _____ Diploma Yes / No
 Name & Location of College(s) _____
 Degree(s) completed _____
 Trade, Business or Correspondence School(s) _____
 Degree(s) completed _____

SKILLS AND QUALIFICATIONS

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying:

Please mark the column that best describes your experience level for each of the following:

	No Experience (needs training and supervision)	Some Experience (needs supervision)	Experienced (needs little supervision)	No Interest
Laborer unskilled	_____	_____	_____	_____
Laborer semi-skilled	_____	_____	_____	_____
Rough carpenter	_____	_____	_____	_____
Finish (trim) carpenter	_____	_____	_____	_____
Framing	_____	_____	_____	_____
Window installation	_____	_____	_____	_____
Cabinet/countertop installation	_____	_____	_____	_____
Stain/wood finishing	_____	_____	_____	_____
Painting	_____	_____	_____	_____
Roofing	_____	_____	_____	_____
Drywall finishing	_____	_____	_____	_____
Siding, soffits & fascia	_____	_____	_____	_____
Concrete slab	_____	_____	_____	_____
Concrete footings & foundation	_____	_____	_____	_____
Concrete finish	_____	_____	_____	_____
Sprinkler installation	_____	_____	_____	_____
Landscaping	_____	_____	_____	_____
Insulation	_____	_____	_____	_____
Electrician (journeyman/apprentice)	_____	_____	_____	_____
Plumber (journeyman/apprentice)	_____	_____	_____	_____
Foreman/supervisor	_____	_____	_____	_____
Water damage	_____	_____	_____	_____
Fire damage	_____	_____	_____	_____
Drug remediation	_____	_____	_____	_____

REFERENCES

List names and telephone numbers of three business/work references who are **not** related to you and are **not** previous supervisors. If not applicable, list three school or personal references who are **not** related to you.

Name	Title	Relationship to you	Telephone Number	Years Known
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with Valley Construction is true, complete and correct.

I expressly authorize, without reservation, that Valley Construction, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

Valley Construction is an equal opportunity employer. I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application is valid for 60 days for the date it is signed.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by an authorized company representative.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States of America and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) eliminate me from further consideration for employment, or (2) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ **Date** ____/____/____

Print Name