



M. Luis Construction Co., Inc.

Application for Employment

Phone: 410-545-0641 Fax: 410-545-0643

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

(PLEASE PRINT; BLUE INK ONLY)

Positions(s) Applied For	Date at Application
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How Did You Learn About Us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Inquiry
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____

Last Name	First Name	Middle Name		
Address	Street	City	State	Zip Code
Telephone Number (s)		Social Security Number (Voluntary)		

Best Time to Contact You At Home is: _____ : _____ AM/PM to _____ : _____ AM/PM

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? (If yes, give date _____) Yes No

Have you ever been employed with us before? (If yes, give date _____) Yes No

Do any of your friends or relatives, other than spouse, work here? Yes No

If YES, state name and relationship _____

Are currently employed? Yes No

May we contract 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.

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Date Available for work ____/____/____.

What is your desired salary range? _____

Are you available to work Full Time? 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

EDUCATION

SCHOOL	NAME AND ADDRESS	COURSE OF STUDY	# OF YEARS COMPLETED	DIPLoma OR DEGREE
High School				
Undergraduate				
Graduate				
Other				

WORK EXPERIENCE

Employer	Dates Employed		Work Performed
	FROM	TO	
Address			
Phone	Hourly Rate/ Salary		
Job Title			
Supervisor			
Reason For Leaving			

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	FROM	TO	
Address			
Phone	Hourly Rate/ Salary		
Job Title			
Supervisor			
Reason For Leaving			

Describe any specialized training, apprenticeship, skills and extra-curricular activities:

Describe any job-related training received in United States Military:

List professional, trade, business or civic activities and offices held

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

ADDITIONAL INFORMATION

Other Qualifications/Specialized Skills *Summarize special job-related skills and qualifications acquired from employment or other experience*

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, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.

_____ YES _____ NO

PERSONAL / PROFESSIONAL REFERENCES *Do not include family member or past supervisors.*

Name	Phone Number	Best Time to Call	Occupation

Applicant's Statement

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 30 days. An applicant wishing to be considered for employment beyond this time period should inquire to whether or not applications are being accepted at that time.

M. Luis Construction maintains a drug-free work environment. To achieve this goal, the Company has developed and operates a Drug and Alcohol Use Program which includes among other regulations, testing and reporting. The Company does not employ individuals who engage in drug or alcohol use on the job and which imperils the health and well-being of its employees and/or is detrimental to or threatens the Company's business. The Company is therefore committed to maintaining a workplace free of the influences of alcohol or drugs and has adopted this policy to meet those goals. In addition, the Company is a contractor on federal government contracts, it is therefore, obligated to comply with and enforce the requirements of the Drug-Free Workplace Act of 1988.

New or prospective employees will be charged the costs of a drug and alcohol test pursuant to the New Drug Testing Policy. As a material condition of employment, a prospective and/or new employee is required to submit to a drug and alcohol test within ten (10) days of beginning employment. **The costs of the testing range from \$47.00 to \$53.00. Each new or prospective employee will be charged the costs of the tests.** Regardless of the test results, the costs will be paid by the eligible candidate or new employee. If the prospective employee has a positive test result the Company does not offer employment. A new and prospective employee must pay for testing at the time the test is taken. The Company will not recognize and will not use testing results, in its consideration of employment from additional or alternative sources.

I authorize the deduction of the pre-employment drug testing fees to be deducted from my paycheck if hired.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

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VOLUNTEER SELF IDENTIFICATION FORM

The Equal Employment Opportunity Commission (EEOC) requires organizations with 100 or more employees to complete an EEO-1 report each year. The EEOC has recently announced several changes to the job categories and rearranged its race and ethnicity groupings. Therefore, we are asking employees to complete a new voluntary self-identification sheet below so that we can properly update our records according to these new report requirements.

Completion of this data is voluntary and will not affect your opportunity for employment or terms or conditions of employment. This form will be used for EEO-1 reporting purposes only and will be kept separate from all other personnel records only accessed by Human Resources Department. Please return completed forms to the Human Resources Department.

Name: _____ Date completed: _____

Job Title: _____

GENDER: _____ Male _____ Female

RACE/ETHNICITY:

(Please check one of the descriptions below corresponding to the ethnic group with which you identify.)

- Hispanic or Latino** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- White (Not Hispanic or Latino)** a person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- Black or African American (Not Hispanic or Latino)** A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- Asian (Not Hispanic or Latino)** A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino)** A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino)** All persons who identify with more than one of the above five races.

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