



# APPLICATION FOR EMPLOYMENT

We are an Equal Opportunity Employer and will not discriminate against any applicant on any grounds protected under federal, state, or local law. Federal law obligates us to provide reasonable accommodation to the known disabilities of applicants, unless to do so would pose an undue hardship. Please feel free to let us know if you need an accommodation to complete the application process.

**NOTE: A PRE-EMPLOYMENT DRUG TEST AND PHYSICAL ARE REQUIRED FOR EMPLOYMENT. SEE PAGE FOUR OF THE APPLICATION FOR ADDITIONAL INFORMATION.**

PLEASE PRINT

Position(s) Applying For		Date of Application
Last Name	First Name	Middle Initial
Street Address		
City	State	Zip Code
Home Phone Number	Cell Phone Number	Other Phone Number

Are you available to work:    Full Time    Part Time    Seasonal    Temporary (less than 12 mo)

On what date would you be available for work? \_\_\_\_\_

Can/Will you travel if a job requires it?    Yes    No   Comments \_\_\_\_\_

Have you ever been employed with us before?    Yes    No   If Yes, where and when \_\_\_\_\_

Have you ever been convicted of a felony?    Yes    No   If Yes, please explain \_\_\_\_\_

(Conviction will not necessarily disqualify an applicant from employment)

**FOR PERSONNEL DEPARTMENT USE ONLY – DO NOT WRITE IN THIS SPACE**

Application Received By _____	Date _____
Hired By _____	Date of Employment _____
Job Title _____	Pay Rate _____

Are you able to perform all of the essential functions of the position(s) for which you are applying with or without reasonable accommodation? (See the job description(s) of the specific job(s) for which you are applying).

Yes       No

If hired, can you furnish proof that you are legally eligible to work in the United States?  Yes  No

Have you ever filed an application with us before?  Yes  No If Yes, give date \_\_\_\_\_

How did you learn about us?     Advertisement       Walk-In       Employment Agency  
 Friend                       Relative       Other \_\_\_\_\_

**EDUCATION**

	Junior/Senior High School					College				Vo-Tech	
School Name and Location											
Circle Highest Year Completed	8	9	10	11	12	1	2	3	4	1	2
Degree or Course of Study	N/A										

**ACTIVITIES AND OFFICES HELD**

List professional, trade, business or civic activities and offices held. You may exclude memberships which would reveal sex/gender, race, religion, national origin, age, ancestry, disability or other protected status.

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**SPECIAL SKILLS AND QUALIFICATIONS**

Summarize special job-related skills, qualifications, licenses or certifications acquired from employment or other experiences that you believe may be helpful to us in considering your application.

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# **EMPLOYMENT EXPERIENCE**

Are you currently employed?  Yes  No

If Yes, may we contact your present employer?  Yes  No

If No, are you currently on "lay-off" status and subject to recall?  Yes  No

Provide the following information, starting with your present or most recent job, and include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, sex/gender, national origin, ancestry, disability or other protected status.

Employer		Supervisor	Hourly Rate/Salary	
			Starting	Final
Address		Telephone Number		
Job Title/Work Performed				
Date Hired	Date Left	Reason for Leaving		

Employer		Supervisor	Hourly Rate/Salary	
			Starting	Final
Address		Telephone Number		
Job Title/Work Performed				
Date Hired	Date Left	Reason for Leaving		

Employer		Supervisor	Hourly Rate/Salary	
			Starting	Final
Address		Telephone Number		
Job Title/Work Performed				
Date Hired	Date Left	Reason for Leaving		

# **REFERENCES**

Give names, addresses and telephone numbers of three references that are not related to you.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

# **CONTACT US**

**SIoux FALLS OFFICE:** 1205 W. RUSSELL STREET • SIOUX FALLS, SD 57104 • (605) 336-2410

**ASCO OFFICE:** 1205 W. RUSSELL STREET • SIOUX FALLS, SD 57104 • (605) 338-4921

## **NOTICE TO PROSPECTIVE APPLICANTS**

**DRUG TEST AND PHYSICAL** – In applying for employment, I understand that I have agreed to undergo a urine screening test to determine the presence of certain drugs. I further understand that the presence of one or more of those drugs may cause my rejection from further consideration for employment. If I am offered a job, I also understand that I have agreed to undergo a physical to determine if I am physically able to perform the required job duties. I further understand that failure of the physical may cause my rejection from further consideration for employment.

I hereby authorize the Henry Carlson Construction, LLC/Asphalt Surfacing Company to conduct through its designated physician or laboratory testing facility a drug screening test and a physical as a requirement of employment.

I also understand that refusal to submit to the drug screening test and physical will constitute voluntary withdrawal of my application for employment.

In the event that I fail to pass the drug screening test or that I do not remain employed by the Company for a period of at least thirty working days, I will be required to reimburse the Company for the testing procedures performed.

**ITEMS YOU MUST PROVIDE** – In order to be employed by the Henry Carlson Construction, LLC, an employee must have the following items when reporting to work each day: Hard Hat • Hammer • Pliers • 25' Tape Measure • Utility Knife • Leather Work Boots (No Tennis Shoes) • Prescription Safety Glasses (If Prescription Glasses are Needed). In addition, carpenters will need to provide standard carpentry hand tools.

In order to be employed by Asphalt Surfacing Company, an employee must have the following items when reporting to work each day: Leather Work Boots (No Tennis Shoes) • Prescription Safety Glasses (If Prescription Glasses are Needed).

**WORKING HOURS** – Although the regular hours for the Company vary between 7:00 AM and 5:00 PM, the actual working hours are determined by the job superintendent for the crew to which an employee will be assigned.

## **APPLICANT'S STATEMENT**

I have read and understand the requirements for prospective applicants listed above and agree to comply with them in the event of being hired for employment.

I certify that I am at least eighteen years of age.

I certify that the answers given herein are true and complete to the best of my knowledge. 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 Company.

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

I understand that neither this document nor any offer of employment from the Company constitute an employment contract unless a specific document to that affect is executed by the Company and employee in writing.

I understand that if I am hired and issued a Company hard hat and if I do not remain employed with the Henry Carlson Construction, LLC/Asphalt Surfacing Company for thirty working days, I will be required to return the Company issued hard hat. I also understand that if I do not return the Company issued hard hat upon departure from employment, the cost will be deducted from my paycheck.

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Signature of Applicant

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Date

# APPLICANT DATA RECORD

Qualified applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, gender, national origin, sexual orientation, age, disability, genetic information, veteran/military and marital status, or any other legally protected status.

As an employer/government contractor, we comply with government regulations, including Affirmative Action responsibilities where they apply and the American with Disabilities Act requirements.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a confidential file and are not a part of your Application for Employment.

**YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.**

## VOLUNTARY SURVEY

PLEASE PRINT

Date	
Name	
Street Address	
City	State Zip
Position applied for:	
Check One <input type="checkbox"/> Male <input type="checkbox"/> Female	
<input type="checkbox"/> I wish not to Self-Identify.	Age
Check One of the Following Ethnic Origins <input type="checkbox"/> White or Caucasian <input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> Two or More Races	Check If Any of the Following are Applicable <input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Special Disabled Veteran <input type="checkbox"/> Other Protected Veteran <input type="checkbox"/> Recently Separated Veteran <input type="checkbox"/> Armed Forces Service Medal Veteran <input type="checkbox"/> Individual with Disabilities

We are an Equal Opportunity Employer (EOE).

**JOB DESCRIPTIONS**

Occurrence of tasks may vary from project to project.

\*Frequently = 1/3 to 1/2 of the time Occasionally = Up to 1/3 of the time Infrequently = 1 to 2 times

<b>Carpenter Tasks</b>	<b>Occurrence Per Week</b>	<b>Includes</b>
Build/Set Concrete Forms	Occasionally	Lift up to 75 lbs
Build/Set Scaffolding	Occasionally	Lift up to 45 lbs in over head position
Build Partition Walls	Occasionally	
Finish Concrete	Occasionally	
Install Doors and Hardware	Occasionally	60-100 lb doors
Install Door and Window Frames	Occasionally	Up to 50 lbs
Install Bathroom Accessories/Partitions	Occasionally	
Install Casework/Lockers	Occasionally	Lift up to 75 lbs alone more in tandem
Install Structural Steel	Occasionally	Decking, joists, beams, trusses, lintels, and columns (up to 100 lbs alone)
Rig Material Lifts	Occasionally	Cables, chains, and nylon straps
Know How to Use a Cutting Torch	Occasionally	Oxy/acetylene torch
Operate Power Tools	Frequently	Drills, saws, grinders, sanders, air nailers, and powder actuated tools
Read a Tape Measure	Frequently	
Read Structural and Architectural Prints	Frequently	
Set Up and Use Layout Instruments	Frequently	Level and theodolite
Wear an N95 Respirator	Occasionally	Breathing through a dust mask

<b>Welder Tasks</b>	<b>Occurrence Per Week</b>	<b>Includes</b>
Set Structural Steel	Frequently	Decking, joists, beams, trusses, columns, lintels, stairs, & handrails (lift 100 lbs)
Be Certified to Weld Structural Steel	Frequently	Vertical and overhead
Be Able to Use a Cutting Torch	Frequently	Plasma and oxy/acetylene
Wear an N95 Respirator	Occasionally	Breathing through a dust mask

<b>Equipment Operator Tasks</b>	<b>Occurrence Per Week</b>	<b>Includes</b>
Rig Material Lifts	Frequently	Cables, chains, and nylon straps (lift up to 80 lbs)
Be Familiar with Load Charts	Frequently	
Must be Certified to Operate Equipment	Frequently	Cranes, forklifts, manlifts, excavators, and skidsteers
Read a Tape Measure	Frequently	

<b>Laborer Tasks</b>	<b>Occurrence Per Week</b>	<b>Includes</b>
Carry and Tie Rebar	Frequently	Lift up to 85 lbs and tying in bent over position
Carry and Set Concrete Forms	Frequently	Lift up to 75 lbs
Carry and Build Scaffolding	Frequently	Lift up to 45 lbs in over head position
Operate Backfill Equipment	Occasionally	Push and pull up to 85 lbs
Hand Digging with Shovel and Spade	Occasionally	
Place Concrete and Push Wheelbarrows	Occasionally	Wheelbarrows in excess of 100 lbs
Carry and Move Doors	Occasionally	60-100 lb doors
Carry and Move Casework	Occasionally	Up to 75 lbs alone more in tandem
Carry and Help Install Structural Steel	Occasionally	Decking, joists, beams, trusses, lintels, and columns. (up to 100lbs alone)
Rig Material Lifts	Occasionally	Cables, chains, and nylon straps
Operate Power Tools	Frequently	Drills, saws, grinders, sanders, air nailers, and powder actuated tools
Operate Gas and Hydraulic Cut-off Saws	Infrequently	Up to 80 lbs
Operate Jack Hammers	Infrequently	Lifting and pulling up to 80 lbs
Demo Work	Frequently	Concrete block, drywall, ceilings, VCT, ceramic tile, & carpet (up to 80)
Clean-up	Frequently	Picking up trash and sweeping
Read a Tape Measure	Frequently	
Wear an N95 Respirator	Occasionally	Breathing through a dust mask

<b>Mechanic/Shop Tasks</b>	<b>Occurrence Per Week</b>	<b>Includes</b>
Repair Power Tools	Frequently	Electric/gas/hydraulic saws, drills, powder actuated tools, sanders
Load and Deliver Equipment/Materials	Occasionally	
Service/Repair Equipment	Frequently	Generators, compressors, welders, excavators, loaders, packers, pavers, tractors
Service/Repair Vehicles	Frequently	Dump trucks, cars, and pickups



## JOB DESCRIPTIONS

Occurrence of tasks may vary from project to project.

\*Frequently = 1/3 to 1/2 of the time Occasionally = Up to 1/3 of the time Infrequently = 1 to 2 times

Laborer Tasks	Occurrence Per Wk*	Includes
Shovel/Scoop Asphalt	Frequently	Up to 45 lbs per scoop
Set Manholes and Manhole Covers	Frequently	Up to 100 lbs without assistance
Operate Power Tools	Frequently	Chop saws, asphalt loot, and 90 lb jackhammer
Operate Power Broom	Frequently	Wearing N95 dust mask
Operate Compaction Equipment	Frequently	Push/pull up to 85 lbs
Clean Up	Frequently	Pushing brooms and shovels
Withstand Environmental Conditions	Occasionally	Extreme heat

Equipment Operator Tasks	Occurrence Per Wk*	Includes
<i>Must be able to operate one or more of the following pieces of equipment: Front End Loader, Skid Loader, Blade, Track Hoe, Back Hoe, Paver, Steel Roller, or Rubber Tire Roller</i>		
	Frequently	Getting in/out of equipment and operating for long periods of time
Shovel/Scoop Asphalt	Infrequently	Up to 45 lbs per scoop
Set Manholes and Manhole Covers	Infrequently	Up to 100 lbs w/o assistance
Operate Power Tools	Infrequently	Chop saws, asphalt loot, and 90 lb jackhammer
Operate Power Broom	Infrequently	Wearing N95 dust mask
Operate Compaction Equipment	Infrequently	Push/pull up to 85 lbs
Clean Up	Infrequently	Pushing brooms and shovels
Withstand Environmental Conditions	Occasionally	Extreme heat

Distributor Operator Tasks	Occurrence Per Wk*	Includes
<i>Must have knowledge of hazardous materials and dangers of high temperature liquids.</i>		
Driving Truck	Frequently	Must have hazardous material and tanker endorsements on CDL
Changing Tires	Infrequently	Handling tires and loosening bolts
Operate Front End Loader	Occasionally	Loading trucks
Shovel/Scoop Asphalt	Occasionally	Up to 45 lbs per scoop
Set Manholes and Manhole Covers	Occasionally	Up to 100 lbs w/o assistance
Operate Power Tools	Occasionally	Chop saws, asphalt loot, and 90 lb jackhammer
Operate Power Broom	Occasionally	Wearing N95 dust mask
Operate Compaction Equipment	Occasionally	Push/pull up to 85 lbs
Clean Up	Occasionally	Pushing brooms and shovels
Withstand Environmental Conditions	Occasionally	Extreme heat

Truck Driver Tasks	Occurrence Per Wk*	Includes
<i>Must have at least Class B license</i>		
Driving Truck	Frequently	Drive 12-14 hrs per day, get in/out of truck frequently
Changing Tires	Infrequently	Handling tires and loosening bolts
Operate Front End Loader	Frequently	Loading trucks
Shovel/Scoop Asphalt	Occasionally	Up to 45 lbs per scoop
Set Manholes and Manhole Covers	Occasionally	Up to 100 lbs w/o assistance
Operate Power Tools	Occasionally	Chop saws, asphalt loot, and 90 lb jackhammer
Operate Power Broom	Occasionally	Wearing N95 dust mask
Operate Compaction Equipment	Occasionally	Push/pull up to 85 lbs
Clean Up	Occasionally	Pushing brooms and shovels
Withstand Environmental Conditions	Occasionally	Extreme heat