



2940 Dede Road
Finksburg, MD 21048
Phone: (410) 833-3710
Fax: (410) 833-3971

APPLICATION FOR EMPLOYMENT

S.E.H. Excavating Contractors, Inc. is an equal opportunity employer. We adhere to a policy of making all employment decisions without regard to race, color, sex, religion, national origin, age, disability, veteran status, sexual orientation, citizenship or any other protected classification which may be applicable.

Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. This application will remain active for a period of 30 days after the date of application.

Date of Application: _____

PERSONAL DATA (Please Print)

Name _____ Home Phone _____

Present Address _____

Social Security No. _____ Are you under 18 years of age? Yes ___ No _____

How long have you resided at your present address? _____

Previous Address _____

How long did you reside at your previous address? _____

List any other name you have used to assist us in checking your references and background _____

Can you submit verification of your right to work in the U.S.? Yes ___ No ___

Have you ever been CONVICTED of a misdemeanor (other than traffic violation) or a felony that has not been judicially sealed, expunged or pardoned? Yes _____ No _____ *Conviction of a crime will not necessarily disqualify you from consideration for employment.

If yes, list nature of offense, dates of conviction and dates of incarceration _____

Drivers License: State _____ Number _____ Type _____

Do you have your own transportation? Yes _____ No _____

Are you able to perform the essential functions of the position for which you are applying, with or without reasonable accommodation? Yes _____ No _____

Are you able to meet the attendance requirements for the position for which you are applying?
Yes _____ No _____

EMPLOYMENT DESIRED

Are you seeking: Full-Time Part-Time Temporary Employment

Position applied for: _____ Salary desired: _____ Date available: _____

Have you ever worked for or applied to our company before? Yes _____ No _____

If Yes, please give details: _____

How did you learn of our company and/or position? _____

Are you currently employed? _____ If Yes, for whom? _____

PREVIOUS EMPLOYMENT

Name & Address _____

Position _____ From _____ To _____ Salary _____

Duties _____ Reason for leaving _____

Supervisor's Name, Title and Phone Number _____

Name & Address _____

Position _____ From _____ To _____ Salary _____

Duties _____ Reason for leaving _____

Supervisor's Name, Title and Phone Number _____

Name & Address _____

Position _____ From _____ To _____ Salary _____

Duties _____ Reason for leaving _____

Supervisor's Name, Title and Phone Number _____

Name & Address _____

Position _____ From _____ To _____ Salary _____

Duties _____ Reason for leaving _____

Supervisor's Name, Title and Phone Number _____

EDUCATION

High School _____ From _____ Graduate? _____

Courses Studied _____

College _____ From _____ Graduate? _____

Courses Studied _____

Other Education _____ From _____

Courses Studied _____

REFERENCES

Name _____ Relationship _____

Address _____

Phone Number _____ Years known _____

Name _____ Relationship _____

Address _____

Phone Number _____ Years known _____

Name _____ Relationship _____

Address _____

Phone Number _____ Years known _____

SPECIAL SKILLS

Please list any equipment which you are experienced in running: _____

THIS APPLICATION IS NOT COMPLETE UNTIL SIGNED, AND ALL STATEMENTS BELOW HAVE BEEN READ AND INITIALED

Initial: ____ I understand that this application is not intended to create, nor should it be construed to create, an express or implied contract of employment. It does not create contractual obligations of any kind. If hired, I will be employed at will; I understand that this means that either I am or the employer is free to terminate the employment relationship at any time with or without cause or prior notice.

Initial: ____ I certify that all of the information furnished on this application and during the application process is true, complete and correct to the best of my knowledge. I understand that any misrepresentation or omission of facts called for will result in refusal to hire or, if hired, will result in my dismissal at any time regardless of when the false answer or omissions are discovered.

Initial: ____ I authorize the investigation of all matters contained in this application at any time during the course of my employment, including a criminal background check, and hereby give the company permission to contact schools, previous employers, references and others. I hereby release the company and those it contacts from any liability whatsoever as a result of such contact and the information provided and received as a result of such contact. I also understand that the company may cause a consumer credit report to be prepared for employment purposes, and that I have the right to request additional information on the nature of the report.

Initial: ____ As a condition of my employment, I hereby agree that if I am offered employment, I will submit to a required medical evaluation at the expense of the company. I understand that any medical evaluation procedure is consistent with the company's affirmative action commitments to the disabled and consistent with the Americans with Disabilities Act. I further understand that the purpose of the medical examination is solely to determine whether I am able to perform the essential functions of the position offered, with or without any reasonable accommodation.

Initial: ____ I understand that the company reserves the right to require me to submit to a test for the presence of any illegal drugs in my system prior to employment and at any time during my employment, to the extent permitted by law. I consent to the disclosure of the results of any such tests to the company and I understand that employment will be denied or terminated if any such test shows the presence of illegal drugs in my system.

Under Maryland law, an employer may not require or demand any applicant for employment or prospective employment or any employee to submit to or take a polygraph, lie detector or similar test on examination as a condition of employment or continued employment. Any employer who violates this provision is guilty of a misdemeanor and subject to a fine not to exceed \$100.

Signature of Applicant

Date

Witness

Date