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# Employment Application



**A.D. Call and Sons Excavating and Trucking Inc.** places great emphasis on customer service, teamwork, problem solving, and innovation. We look for people who exemplify these qualities and are willing to work hard for A.D. Call and Sons.

## **An Equal Opportunity Employer**

A.D. Call and Sons is an Equal Opportunity organization. Our policy is to treat all employees and applicants without regard to race, color, religion, sex, age, national origin, or disability. This policy applies to all aspects of employment, including recruitment, hiring, training, compensation, benefits, and promotion.

## **Drug-Free Workplace**

A.D. Call and Sons is committed to being a drug-free workplace. All job applicants and employees are subject to drug testing.

Illegal use or possession of drugs or alcohol may lead to denial of employment, termination, and/or loss of workers' compensation benefits.

Applicant Name \_\_\_\_\_

Today's Date \_\_\_\_\_

## Personal Information (Please Print Clearly)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Address: \_\_\_\_\_

Previous Address (if less than 5 years at current address):  
 \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

I understand that upon employment, proof of legal right to work in the United States and completion of I-9 form may be required.

Have you ever been convicted of a felony?  Yes  No

Do you have a valid driver's license?  Yes  No

License #: \_\_\_\_\_ Expires: \_\_\_\_\_

Do you have a valid Commercial Driver's License (CDL)?  Yes  No

Can you travel if the position requires travel?  Yes  No

If you have ever worked under or earned degrees under another name, please list below:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

## Position Desired

Position Applying for \_\_\_\_\_

Salary Desired \$ \_\_\_\_\_ Date Available \_\_\_\_\_

How did you hear of A.D. Calls? \_\_\_\_\_

## Education and Training

Indicate last level of education completed

High School  1  2  3  4 College / Univ  1  2  3  4 Grad School  1  2  3  4

Type of Education	Name/Location (City/State/Country)	GPA	Graduate (yes or no)	Major or Minor	Degree Earned

Professional certifications and licenses (such as CPA, journeyman lineman certification, water/wastewater certification) \_\_\_\_\_

Computer skills (software programs, hardware, operating systems)  
 \_\_\_\_\_

Other skills or experience that is pertinent to the job applying for  
 \_\_\_\_\_

**Employment History** (Please Print Clearly)

Must be completed even if attaching your resume.

List your last three employers with the Most Recent first.

If you are currently employed, may we contact your employer?  Yes  No

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Previous Employer \_\_\_\_\_

Dates Employed From \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Contact's Phone Number \_\_\_\_\_ Address: \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Your Job Title \_\_\_\_\_ Your Duties: \_\_\_\_\_

Reason for Leaving \_\_\_\_\_  
\_\_\_\_\_

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Previous Employer \_\_\_\_\_

Dates Employed From \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Contact's Phone Number \_\_\_\_\_ Address: \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Your Job Title \_\_\_\_\_ Your Duties: \_\_\_\_\_

Reason for Leaving \_\_\_\_\_  
\_\_\_\_\_

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Previous Employer \_\_\_\_\_

Dates Employed From \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Contact's Phone Number \_\_\_\_\_ Address: \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Your Job Title \_\_\_\_\_ Your Duties: \_\_\_\_\_

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Reason for Leaving \_\_\_\_\_

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**References** (Please list only references that we may contact at this time)

Name	Title	Company	Phone Number
			Home Work
			Home Work
			Home Work

**Affidavit**

**Nonbinding Application and Interview Process:** I understand that this application will be reviewed, but nothing in this application or any other documents or in the employment evaluation process shall be construed as either an offer or contract of employment or an obligation on the part of A.D. Call and Sons to provide any benefit to me.

**Employment-At-Will:** I understand that my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either A.D. Call and Sons or myself.

I hereby declare that my statements on this application and on my resume or documents provided by me to A.D. Call and Sons, are true and correct to the best of my knowledge. I acknowledge and agree that providing any false information may result in a decision not to hire me, or if hired, may result in the termination of my employment. I also authorize investigation of these statements. This investigation may include employment history, reasons for leaving previous employers, criminal record, credit record, driving record, social security number investigation, and degree/certificate verification. I hereby release A.D. Call and Sons from all liability for any damages resulting from the information obtained.

**APPLICANT'S SIGNATURE** \_\_\_\_\_ **Date:** \_\_\_\_\_