

# R and G Construction Co.



2694 County Road 6  
Highway 59 South  
Marshall, MN 56258  
Phone: (507) 537-1473  
Fax: (507) 537-0513

## Employment Application

Position Desired	<input type="checkbox"/> Driver	<input type="checkbox"/> Equipment Operator	<input type="checkbox"/> Laborer	<input type="checkbox"/> Mechanic	Date _____/_____/_____
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### Personal Information

Last Name	First Name	Middle	Social Security #
Address			Home Phone Number
City	State	Zip	Cellular Phone Number
Have you ever applied for employment with us before? If yes: Month & Year			Other Contact Number
Are you available for full-time work? If no, please explain:			Pay Expected
Are you legally eligible for employment in the United States?			When will you be available to begin work?

Please indicate the type of work for which you are applying:	* If applying for summer only, please specify beginning and ending dates you would be available for work:
<input type="checkbox"/> Full-time year round	Beginning Date Available _____/_____/_____
<input type="checkbox"/> Full-time seasonal	Ending Date Available _____/_____/_____
<input type="checkbox"/> Part-time summer only *	
<input type="checkbox"/> Part-time seasonal	

### Education

Type of School	Name & Location of School	Course of Study	# Years Completed	Did you Graduate?	Honors Received
High School					
Trade, Business, or Technical					
College or University					
Other (explain)					

**Previous Work Experience** (Please begin with most recent employer, giving accurate full-time and part-time employment record).

<b>1</b>	Company Name	Telephone Number ( ) -
	Address	Employed From From ___/___/___ To ___/___/___
	Supervisor Name	Rate of Pay: hourly, weekly, other _____ Start End
	Position	Reason for leaving or seeking to leave:
	Description of Primary Responsibilities	

<b>2</b>	Company Name	Telephone Number ( ) -
	Address	Employed From From ___/___/___ To ___/___/___
	Supervisor Name	Rate of Pay: hourly, weekly, other _____ Start End
	Position	Reason for leaving or seeking to leave:
	Description of Primary Responsibilities	

<b>3</b>	Company Name	Telephone Number ( ) -
	Address	Employed From From ___/___/___ To ___/___/___
	Supervisor Name	Rate of Pay: hourly, weekly, other _____ Start End
	Position	Reason for leaving or seeking to leave:
	Description of Primary Responsibilities	

<b>4</b>	Company Name	Telephone Number ( ) -
	Address	Employed From From ___/___/___ To ___/___/___
	Supervisor Name	Rate of Pay: hourly, weekly, other _____ Start End
	Position	Reason for leaving or seeking to leave:
	Description of Primary Responsibilities	

Please indicate any employers who may not be contacted and reason:

Signature: **X** \_\_\_\_\_



**Please state briefly why you want to work for R and G Construction, Co.:**

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R and G Construction Co. is an equal opportunity employer, and selects the best matched individual for the job based on upon job related qualifications, regardless of race, color, creed, gender, national origin, age, disability, sexual orientation, or other protected groups under state, federal, or local Equal Opportunity laws.

**I understand and agree that:**

1. Business needs may at any time make the following conditions mandatory; overtime, travel.
2. Employment with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.
3. My signature authorizes R and G Construction, Co. to make such investigation and inquiries of my personal, employment, or financial history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my employment.
4. In the event of employment, I understand that false or misleading information given in my application(s) or interview(s) may result in my termination. I understand also, that I am required to abide by all rules and regulations of R and G Construction, Co., as permitted by law.
5. R and G Construction Co. maintains policy that applicants for employment may be required to submit to a urinalysis screening test after the decision is made to hire and a conditional offer of employment has been made. If you refuse to take the test or the test confirms a positive result, your conditional offer of employment will be rescinded or you will be terminated.

**I have read and understand the above; I also certify that answers given herein are true and complete to the best of my knowledge.**

Applicant's Signature: **X** \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

# R and G Construction Co.

An Equal Opportunity, Affirmative Action Employer

## Applicant Survey Form

Last name	First name	Middle initial(s)
Date	Position(s) for which you are applying	

### Please read carefully:

As an affirmative action employer, we must monitor our equal employment opportunity and affirmative action program, and report the results to government agencies. Please help us gather this information by identifying your sex, race or ethnicity, and disability status on this form.

Providing this information is **completely voluntary**. If you choose not to provide some or all of this information, you will not be subject to any negative or adverse treatment.

The information you provide will be used **only** to monitor our compliance with equal opportunity laws and regulations and *for no other purpose*. \* When we receive this form, we will immediately place it in a confidential file separate from your application. If you wish, you may mail this form to us in an envelope separate from the one that contains your application.

### Race/Ethnicity – Select one or more

- American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian: 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.
- Black or African American: A person having origins in any of the black racial groups of Africa.
- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

### Disability - Are you a person with a disability?

- Yes
- No

### Sex – Select one

- Female
- Male

\* **This form is not used for employment decisions.** If you have a disability and need an accommodation so that you can perform the duties of the job for which you are applying, please notify us in some other manner.