



Employment Application

Date _____

Anchor Construction is proud to be an Equal Opportunity, Affirmative Action employer. All applicants will be considered based upon qualifications for the position for which they apply.

To be considered for employment, this application must be completed in its entirety. Job duties must be completed for each position held with your last three employers. **Do not** put "see resume" this will deem the application incomplete and candidacy invalid.

Applicant Information:

Name _____
Last First Middle

Address _____
Street City State Zip Code

Home Phone Number _____ Cell or other Contact Number _____

Position applying for _____ Full-time Part-time

Salary expected _____ Date available _____

Have you previously worked for Anchor? _____ If so, what were your dates of employment? _____

Have you previously applied to Anchor? _____ If so, when? _____

Eligibility to Work:

Are you able to show proof of legal authorization to work in the United States? Y N

Are you at least 18 years of age? Y N

Are you willing to work overtime if needed? Y N

Background Information:

Have you been convicted of a felony within the last 7 years? _____ If yes explain

Do you speak any foreign languages? _____ What languages? _____

Do you read and write any foreign languages _____

Do you speak English? _____ Do you read and write English? _____

If you are applying for a specialty position can you provide proof of training and experience:

If so what: _____
(attach resume or use extra sheet to include information needed.)

Employment History

Current/Most Recent Employer

Company Name:	Date of Hire:	Date of Termination:
Job Title:		
Duties:		
Supervisor:	Phone:	May we contact? Y N

Previous Employment

Company Name:	Date of Hire:	Date of Termination:
Job Title:		
Duties:		
Supervisor:	Phone:	May we contact? Y N

Company Name:	Date of Hire:	Date of Termination:
Job Title:		
Duties:		
Supervisor:	Phone:	May we contact? Y N

Professional References:

Name _____ Telephone _____ Relationship: _____

Name _____ Telephone _____ Relationship: _____

Name _____ Telephone _____ Relationship: _____

Education:

List highest level of education completed _____ If you received a degree- type _____

Name of School or University _____

Trade or Business School _____ Special Studies _____

DRUG FREE WORKPLACE NOTICE TO ALL APPLICANTS- Anchor Construction is a Drug-Free Workplace. As a condition of initial and continued employment Anchor requires pre-employment and random drug testing - submission of this application is your acknowledgment of and agreement to this requirement.

Applicant's initials required _____

Certifications & Specialized Positions:

CDL and Other Drivers

Driver license number _____ State _____ Class _____

Please list the type of vehicle and extent of experience with each type of motor vehicle-

Type of Vehicle	Years of Experience	Owner of Equipment
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Type of Vehicle	Years of Experience	Owner of Equipment
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For additional equipment use a separate sheet

List **all** motor vehicle accidents you were involved in during the last **three** years:
(List additional information on a separate sheet.)

Date of Accident	Number of Injuries	Number of Fatalities	Location (City & State)
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Date of Accident	Number of Injuries	Number of Fatalities	Location (City & State)
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List all moving citations for the last three years: (if additional space is needed use separate sheet.)

Violation	Location	Disposition
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Violation	Location	Disposition
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Equipment Operators

Do you have a District Of Columbia Operators License? Y N Number _____

List type of equipment and experience with each piece: (if additional space is needed use separate sheet.)

Type/Make /Model	Years of experience	Owner of equipment
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Type/Make /Model	Years of experience	Owner of equipment
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APPLICANT STATEMENT:

The information contained in this application is confidential. I (the undersigned) affirm that all information contained in this application is correct and I acknowledge that any false information can result in disqualification of my candidacy for employment or termination if I am hired.

Applicant Signature

Date

Equal Employment Opportunity Statement

Anchor Construction Corporation is proud to be an Equal Opportunity, Affirmative Action Employer.

To All Applicants:

Anchor Construction Corporation is committed to Equal Employment Opportunity and will consider all qualified applicants. We reserve the right to hire the best-qualified person for the position available.

Failure to complete the entire application may result in its rejection. It will not be considered an application that is not completed and legible.

Management

A todos los Aplicantes:

Anchor Construction Corporation cree en la igualdad en cuanto a oportunidades de trabajo se refiere y tomara en cuenta todas las aplicaciones, pero reservamos el derecho de contratar a la persona que tenga las mejores cualidades dependiendo de las posiciones disponibles.

Si usted no cumple con todos los requisitos, su aplicación será rechazada. Su aplicación no podrá ser tomada en consideración sino la llena completamente.

Administracion

Equal Opportunity Employment Policy

Anchor Construction Corporation will not discriminate against any employee or applicant for employment based on their race, sex, religion, physical or mental handicap, national origin, sexual preference, age or marital status. Anchor Construction Corporation also agrees that employees will not be subjected to sexual harassment. The contractor will take affirmative action to ensure that all applicants and employees are treated fairly and equally during their employment without regard to the above referenced basis. Such employment actions shall include recruitment, hiring, promotion, wages, demotion, layoffs, or terminations, etc.

Política de Oportunidad Igual de Empleo

Anchor Construction Corporation no discriminará contra ningún empleado o aspirante para el empleo basado en su raza, sexo, religión, desventaja física o mental, origen nacional, preferencia sexual, edad o estado civil. Anchor Construction Corporation también conviene que no sujetarán a los empleados al hostigamiento sexual. El contratista tomará la acción afirmativa para asegurarse de que tratan a todos los aspirantes y empleados igual durante su empleo sin consideración alguna hacia la base arriba referida. Tales acciones del empleo incluirán el reclutamiento, el emplear, promoción, los salarios, los despidos, o las terminaciones, etc.

Voluntary Affirmative Action Data

Please Note: Completion of this form is voluntary

In effort to comply with requirements regarding government recordkeeping, reporting, and other legal obligations, which may apply, we request that you complete this application data survey. Providing this information is strictly voluntary. Failure to provide it will not subject you to any adverse action regarding your application.

We consider all applicants for positions without regard to race, color, religion, sex, national origin, sexual orientation, citizenship, age, disability, military, or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

Applicant Information

Date Completed _____

Decline to Respond

Date of Birth _____

Country of Birth _____

Gender: Male Female Position Applied for _____

Referral Source:

- Government Agency Private Agency Current Employer
 Walk-in School Friend/Relative
 Anchor Employee _____
 Advertisement located in _____
 Other Source _____

Person who referred you if applicable _____

Please select one of the following Equal Employment Opportunity Identification Groups:

- American Indian/Alaskan Native Asian Black Hispanic/Latino
 Native Hawaiian/Pacific Islander Two or more races White

Veteran Information Please select one of the following:

- No Military Service
 Disabled Veteran
 Other Protected Veteran
 Armed Forces Service Medal Veteran
 Recently Separated Veteran
 Vietnam Era Veteran

For Administrative Use Only

Position: _____ Current Opening: Y N

Other Position(s) Applied for _____

Hired ___No ___Yes Hire Date _____

Position Classification

____ Office and Clerical Workers _____ Sales Workers _____ Technicians
____ Operatives (semi-skilled) _____ Service Workers _____ Laborers
____ Craft Workers _____ Professionals _____ Official and Managers

Additional Notes

Completed by _____ Date _____