

# APPLICATION FOR EMPLOYMENT

Quality Excavation, LLC.  
104 Redfearn Rd. Aubrey, Texas 76227  
Phone (940) 365-0800

Date: \_\_\_\_\_

## GENERAL INFORMATION

Last Name	First Name	MI	(Maiden Name/Other)	Social Security Number
Address		City	State	Zip Code
Cell Phone	Home Phone		Email	
Date of Birth:			Emergency Contact:	
Do you have a current Driver's License? <input type="checkbox"/> Yes, State _____ Class _____ <input type="checkbox"/> No (Your driving record will be considered to the extent that you will drive a company vehicle or do company business in your personal vehicle.)			Have you ever worked for Quality Excavation, Ltd. <input type="checkbox"/> Yes, Dates: From _____ to _____ Position _____ Department _____ Location _____ <input type="checkbox"/> No	
Do you have any relatives working for Quality Excavation, LLC.? <input type="checkbox"/> Yes <input type="checkbox"/> No Name _____ Department _____			If hired, can you furnish proof that you are legally entitled to work in the US? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	

## AVAILABILITY

Position you are applying for:	Interested in: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary I will accept: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary Date Available: _____
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EDUCATION				
SCHOOL	NAME & LOCATION	DATES FROM    TO		
HIGH SCHOOL:				Diploma or GED? <input type="checkbox"/> Yes <input type="checkbox"/> No
TRADE SCHOOL:				Credit Hours & Major
COLLEGE:				Certificate/Degree obtained/Major/Minor
OTHER:				Certificate/Degree obtained/Major/Minor
WORK EXPERIENCE (BEGINNING WITH THE MOST RECENT)				
1. EMPLOYER		DATES FROM    TO		DUTIES
ADDRESS				
TELEPHONE				
YOUR JOB TITLE		WAGE/SALARY START    END		
SUPERVISOR				
REASON FOR LEAVING				
2. EMPLOYER		DATES FROM    TO		DUTIES
ADDRESS				
TELEPHONE				
YOUR JOB TITLE		WAGE/SALARY START    END		
SUPERVISOR				
REASON FOR LEAVING				

<b>3. EMPLOYER</b>	DATES FROM    TO		DUTIES
ADDRESS			
TELEPHONE			
YOUR JOB TITLE	WAGE/SALARY START    END		
SUPERVISOR			
REASON FOR LEAVING			

<b>4. EMPLOYER</b>	DATES FROM    TO		DUTIES
ADDRESS			
TELEPHONE			
YOUR JOB TITLE	WAGE/SALARY START    END		
SUPERVISOR			
REASON FOR LEAVING			

If you are currently employed, may we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>SKILLS</b>	
List all types of computers and software you have experience with:	
License, Certificates & Certifications:	
Honors, Recognition, other Skills and Training:	
Languages _____ Read: <input type="checkbox"/> Speak: <input type="checkbox"/> Write: <input type="checkbox"/> _____ Read: <input type="checkbox"/> Speak: <input type="checkbox"/> Write: <input type="checkbox"/>	

<b>DRIVING BACKGROUND</b>
Please note below the number and date of any moving traffic violations and/or at-fault accidents in the last three (3) years. Include any violations for which you were convicted, served probation, took deferred adjudication or attended driving school. _____ _____

## CRIMINAL HISTORY

Quality Excavation, LLC. conducts criminal history checks on all employees. Answer the following question in full:

(Note: A conviction does not mean that you will not be considered for employment. Your age, date of offense, nature of the violation and rehabilitation will be taken into account.)

Have you ever been **convicted**, placed on **deferred adjudication** or **community supervision**, or **pled guilty** or **no contest** to a felony or misdemeanor offense? (Other than to class C traffic violations as listed above)

☐ Yes ☐ No

If **NO**, mark No and skip this section. If **YES**, please answer the following questions about each conviction.

**Arrested:** Dates: \_\_\_\_\_ Locations: \_\_\_\_\_

**What were your charges:** \_\_\_\_\_

### Results:

Probation or Deferred Adjudication:

Starting dates: \_\_\_\_\_ Finishing dates: \_\_\_\_\_

Jail or Prison Sentence:

Starting dates: \_\_\_\_\_ Finishing dates: \_\_\_\_\_

Fine: Amounts \$ \_\_\_\_\_

Please use the back page if this application form to give more information or use a separate sheet and attach to this application.

## FUTURE EDUCATION

Are you planning to pursue further studies? ☐ Yes ☐ No

If yes, when, where, what and what courses or areas? \_\_\_\_\_

## LIST ANY ORGANIZATIONS YOU BELONG TO, HOBBIES, OR SPECIAL INTERESTS

**READ CAREFULLY BEFORE SIGNING**

I certify that all the answers I have given are true to the best of my knowledge and belief. I understand that any falsifications, misrepresentations or omission of facts in this application may be cause for my elimination from consideration for hire, or, if already hired, cause for my dismissal, regardless of the time that passes before such false information is discovered. I further acknowledge that I have read and understand the questions regarding criminal records and I have answered these questions truthfully. I also understand that some positions may require that I undergo an additional background investigation and testing. I expressly request employers and any persons who may have information (including records of criminal convictions) concerning me, furnish that information to Quality Excavation, LLC. and agree to hold such persons harmless, and I do hereby release them of any and all liability or damage of any nature whatsoever for furnishing such information. I understand that the information obtained is for the company's official use and may be disclosed to third parties as required by law.

I understand that I may be required to complete a physical examination and drug/alcohol screening, at the Company's expense, after a conditional offer of employment. If a doctor determines I have certain medical restrictions relating to my ability to perform the job I applied for, those restrictions will be communicated to the company for the purpose of determining my ability to perform the essential functions of the job with or without any reasonable accommodation. I understand and agree that employment with Quality Excavation is "at will" and for no definite period of time and that wage, benefits and conditions of employment can be changed at any time.

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

**Date:** \_\_\_\_\_

**NOTES/ADDITIONAL INFORMATION**