Application For Employment

In compliance with Federal, State and local equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex (including pregnancy), national origin, age, military or marital status, non-job related disability, or any other protected status.

Applicant's Name: _____ _____ _____ Date: _____ / _____ / _____
(First)   (Middle)   (Last)

Address: _____ City: _____ State: _____ Zip: _____

Social Security #: _____ - _____ - _____ Primary Phone #: (_____) _____ - _____ Other #: (_____) _____ - _____

Did anyone from Comer Construction, Inc. refer you? YES _____ NO _____. If Yes, who _____

Have you ever been convicted of a felony or misdemeanor the record of which has not been expunged? (v One) YES _____ NO _____

Answering "Yes" may not necessarily result in rejection of your application for further consideration. Comer Construction, Inc. will consider the nature of the offense(s), the date(s) and the relationship of the conviction(s) to the job for which you are being considered. If Yes, describe and include the dates.
_____ / _____ / _____, _____   _____ / _____ / _____, _____

Are you legally authorized to work in the United States of America? (v One) YES _____ NO _____

Initial in the space provided acknowledging the following below:

Saturdays are <u>Mandatory.</u>	_____
You will be subject to the <u>Mandatory</u> Substance Abuse Policy.	_____
Transportation is <u>Required.</u>	_____

Position: _____ Date You Can Start: _____ / _____ / _____ Salary Desired: $_____ or $_____ Per Hour

Are You Employed Now? (v One) YES _____ NO _____ If so, may we contact your present employer? (v One) YES _____ NO _____

Have you applied to Comer Construction, Inc. before? (v One) YES _____ NO _____ If Yes, When? Date: _____ / _____ / _____

Have you worked at Comer Construction, Inc. before? (v One) YES _____ NO _____ If Yes, When? Date: _____ / _____ / _____

Physical Record

Are you able to perform the essential functions of the job for which you are being considered with or without a reasonable accommodation? (v One) YES _____ NO _____

Education

Education	Name & Location of School	# Of Years Attended	Did You Graduate?	Subject Studied?
High School			Yes / No / N/A	
College			Yes / No / N/A	
Trade, Business or Correspondence School			Yes / No / N/A	

Former Employers

List Below The Last Four Employers, Starting With The Last One First:

Employer _____	Location	Address: _____ City: _____
		State: _____ Zip Code: _____ Phone: (_____) _____ - _____
Position Held _____	**Date** ___ / ___ / _____ to ___ / ___ / _____	**Salary** $ _____ or $ _____ Per Hour
Reasons For Leaving _____

Employer _____	Location	Address: _____ City: _____
		State: _____ Zip Code: _____ Phone: (_____) _____ - _____
Position Held _____	**Date** ___ / ___ / _____ to ___ / ___ / _____	**Salary** $ _____ or $ _____ Per Hour
Reasons For Leaving _____

Employer _____	Location	Address: _____ City: _____
		State: _____ Zip Code: _____ Phone: (_____) _____ - _____
Position Held _____	**Date** ___ / ___ / _____ to ___ / ___ / _____	**Salary** $ _____ or $ _____ Per Hour
Reasons For Leaving _____

Employer _____	Location	Address: _____ City: _____
		State: _____ Zip Code: _____ Phone: (_____) _____ - _____
Position Held _____	**Date** ___ / ___ / _____ to ___ / ___ / _____	**Salary** $ _____ or $ _____ Per Hour
Reasons For Leaving _____

***** MUST BE READ AND SIGNED BY APPLICANT *****

This application will remain on file and active for <u>30</u> days. Thereafter I may reapply.

"I certify that the facts contained in this application are true and complete to and understand that falsified statements on or omissions from this application shall be grounds for rejection of my application from further consideration or dismissal if I have already been hired.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any prior notice."

Date: _____ / _____ / _____   Applicant's Signature: _____

***** MUST BE READ AND SIGNED BY APPLICANT *****

"UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING $100."

Date: _____ / _____ / _____   Applicant's Signature: _____

(Do Not Write Below This Line)

Interviewed By:

Name(s) (Print): _____, _____, _____

Date: _____ / _____ / _____

Hired *(√ One)* YES _____ NO _____

Position _____ Date To Report To Work _____ / _____ / _____ Salary $_____ or $_____ Per Hour

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