

# *Employment Application – Resource Companies*



**We appreciate your interest in our Companies. While you may attach a resume, we request that you complete the application in its entirety, sign and date it, and return it so that we can fully evaluate your qualifications. Our companies are equal opportunity and affirmative action employers. The Companies will not discriminate on the basis of race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or union orientation. Information provided on this application will not be used for discriminatory purposes. This application is for one position only, and the Human Resource department will review your application and contact you directly if you are selected as a candidate for the interview process.**

## **Personal Information *(please print)***

Last name	First name	MI	Have you worked under any other name? If yes, indicate name.
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Current mailing address	City	State	Zip Code
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Telephone number	Alternate number	Email Address
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Place of Birth

Are you a United States citizen?  Yes  No  
 If not, Are you legally eligible for employment in the USA?  Yes  No  
*(Hire is subject to verification that applicant meets legal age and US work permits requirements.)*

## **Job Interests**

Posted position applying for	Date you can start	Minimum wage or salary required
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Will you work overtime, if necessary?  Yes  No  
 Weekends?  Yes  No  
 Shifts other than days?  Yes  No

If seeking less than full-time work, indicate hours that you can work.

20 hours/week     25 hours/week     30 hours/week  
 Other (please indicate)

## **Education**

School Type	Name/Address of School	Dates Attended		Course of Study	Did you graduate?	# Yrs. Comp.	Type of degree/ diploma
		From	To				

High School					<input type="checkbox"/> Yes <input type="checkbox"/> No		
Business/ Trade/ Technical					<input type="checkbox"/> Yes <input type="checkbox"/> No		
Vocational School					<input type="checkbox"/> Yes <input type="checkbox"/> No		
College/ University					<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other					<input type="checkbox"/> Yes <input type="checkbox"/> No		

### Experience/Training

**Which of the following machines have you operated?** For production-related applicants only.

- Dragline     Yes    No    How many years \_\_\_\_\_?    What types or models \_\_\_\_\_?
- Bulldozer     Yes    No    How many years \_\_\_\_\_?    What types or models \_\_\_\_\_?
- Excavator     Yes    No    How many years \_\_\_\_\_?    What types or models \_\_\_\_\_?
- Loader     Yes    No    How many years \_\_\_\_\_?    What types or models \_\_\_\_\_?
- Grader     Yes    No    How many years \_\_\_\_\_?    What types or models \_\_\_\_\_?

Complete for secretarial/clerical positions only:

- Can you type?                       Yes               No                      Words per minute
- Can you take shorthand?         Yes               No                      Words per minute
- Computer experience?             Yes               No                      If yes, answer the following questions:
- What equipment?
- What software?                     Spreadsheet
- Statistical
- Word Processing
- Database
- Accounting
- Other

- Are you on lay off and subject to recall?     Yes                       No
- Can you travel if the job requires it?     Yes                       No

Have you ever served in any branch of the US Military? If yes, dates of service: _____; where you served: _____; and type of discharge: _____.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever filed an application here before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever worked at Bedrock Resources? (If yes, indicate last position, and dates of employment.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any relatives or close friends employed at either company? (If yes, indicate name, department, and relationship.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you been convicted of a crime within the last 7 years? <i>(If yes, explain.)</i> <i>(A conviction will not necessarily bar you from employment.)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you currently or have you been under any injunction or Court Order of any type, including but limited to domestic violence, restraining order, risk protection order or injunction for repeat violence? <i>(If yes, please describe in detail in a separate sheet of paper and attach.)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you received any traffic citations within the last seven (7) years? <i>(If yes, please describe in detail in a separate sheet of paper and attach.)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has your driver's license or privilege to operate a motor vehicle ever been suspended or revoked? <i>(If yes, please describe in detail in a separate sheet of paper and provide the dates and basis for suspension or revocation and jurisdiction .)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been terminated or asked to resign from any employment or job? <i>(If yes, please describe in detail in a separate sheet of paper and attach.)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you able to perform the essential duties of the job for which you are applying with or without reasonable accommodations? <i>(You are not required to disclose information about physical or mental limitations that you believe will not interfere with your ability to do the job. However, if you want us to consider special arrangements that you may require, you may identify your physical or mental impairment in the space below and suggest the kind of accommodation that you believe would be appropriate.)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a current legal Florida driver's license? If yes, indicate class: License #. _____ Endorsements:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
List all special or technical training:		
Are you at least 18 years of age? <i>(If not, a work permit must be provided if you are offered employment.)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Employment History** – Starting with your present or most recent employment, list your last three employers. Include self-employment, summer, and part-time jobs. If more space is required, continue on a separate sheet.

Employer Name	Telephone Number
Street Address/City/State/Zip	Dates employed (month/year) From:                      To:
Supervisor's Name and Title	Hourly pay: Start:                      End:
State Job Title and describe work	Reason for leaving
May we make inquiries of this employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Employer Name	Telephone Number
Street Address/City/State/Zip	Dates employed (month/year) From:                      To:
Supervisor's Name and Title	Hourly pay: Start:                      End:
State Job Title and describe work	Reason for leaving
May we make inquiries of this employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Employer Name	Telephone Number
Street Address/City/State/Zip	Dates employed (month/year) From:                      To:
Supervisor's Name and Title	Hourly pay: Start:                      End:
State Job Title and describe work	Reason for leaving
May we make inquiries of this employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**References** – List three personal references that are not related to you and who may have knowledge of your qualifications.

Name	Address	Phone Number

**PLEASE READ THE FOLLOWING STATEMENTS AND INITIAL, SIGN, AND DATE**

*I understand that, in accordance with Florida Statute 443.131(3)(a)(2), if hired, I will be placed on a 90-day probationary period. I further understand and agree that if I am terminated for unsatisfactory work performance within the 90-day probationary period, that the employer is not responsible for unemployment benefits and they will not be charged against the employer. \_\_\_\_\_ (Initials)*

*I understand and agree that all policies, procedures and the employee handbook maybe modified, amended or deleted by the Companies with or without notice to me of such amendment, modification, or deletion. I further understand and agree that the policies and procedures are not intended to be a contract of employment nor do they give me any right of continued employment; and that my employment may be terminated at my option or at the option of either Company with or without cause or with or without notice by either party. I further understand that there are no other arrangements, agreements, or understandings regarding the terms of employment. There may be no amendments or exceptions to this statement unless they are in writing. \_\_\_\_\_ (Initials)*

*I understand that the Company will be obtaining a full background investigation and agree to fully cooperate and provide whatever documents and information that they deem necessary. I also understand that if I am hired, that the Company, in its sole discretion, may periodically conduct an updated or new background investigation and further authorize them to obtain additional documents and information that they deem necessary. \_\_\_\_\_ (Initials)*

*Further, If any of the information or documents previously provided to the Company in the application for employment or otherwise changes in any way, I hereby promise to provide the Company at all times during my employment all updated, amended and/or new information within ten (10) days of the change, including but not limited to arrests or convictions for any crime, traffic violation(s), contact information and involvement in any incidents or acts of violence. \_\_\_\_\_ (Initials)*

*I acknowledge and certify that all the information, oral and written, and documents provided are true and accurate to the best of my knowledge and belief. I understand that providing false, inaccurate, incomplete or misleading information in my application, anytime thereafter or failure during my employment to provide all updated, amended and/or new information within ten (10) days of the change, will be the basis for rejection of my application, or if employed, immediate termination. \_\_\_\_\_ (Initials)*

*I authorize the Company or its representatives to contact current or former employers, educational institutions, credit reporting agency(s) and references in reference to my employment, education and fitness for employment. I authorize the release of any and all information that is available from current or former employers, educational institutions, financial institutions, credit reporting agencies and references. Further, I hereby release and agree to hold harmless and fully indemnify them and the Company from any and all liability related to the release and/or use of such information. \_\_\_\_\_ (Initials)*

*If hired as an employee, I understand that employment is "at-will" and that either I or my employer will be able to terminate employment at any time, without cause or any notice. I also understand that my employer has the full right and sole discretion to alter or vary the nature of my employment, including but not limited to the hours, schedule, days, pay, compensation of any type, benefits and job responsibilities. \_\_\_\_\_ (Initials)*

**I HAVE CAREFULLY READ, FULLY UNDERSTAND AND AGREE TO THE ABOVE TERMS AND CONDITIONS.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date