

ELAM CONSTRUCTION, INC.

556 Struthers Ave.
 Grand Junction, CO 81501-3826
 (970)242-5370 Phone (970)245-7716 Fax

APPLICATION FOR EMPLOYMENT

Elam Construction, Inc. is an equal opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates the law.

Date of Application: _____

Position Applying For: _____

Full Name: _____

List addresses of residency for past 3 years

Current Address: _____

	Street	City	
	State	Zip Code	Phone
			How Long _____

Previous Addresses: _____ How Long _____

	Street	City	State & Zip Code	
	Street	City	State & Zip Code	How Long _____
	Street	City	State & Zip Code	How Long _____

If hired, can you provide proof of authorization to work in the U.S.? _____ Yes _____ No

Are you 18 years or older? _____ Yes _____ No

Would you accept employment out of town? _____ Yes _____ No

EDUCATION	High School	College/University	Graduate/Professional/Trade/Apprentice
School Name			
Years Completed	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree			
Course of Study			

REFERENCES Give two (2) persons other than former employers or relatives			Years
Name and Address	Relationship	Phone #	Acquainted

WORK EXPERIENCE

(use an additional sheet of paper if needed)

Starting with your present or most recent employer, list all employment for at least the last 3 years. The Department of Transportation requires commercial driver applicants to list all employers for an additional 7 year period where the applicant operated a commercial motor vehicle including the dates of employment and the reasons for leaving such employer.

Company Name	Telephone ()
Address	Employed - (month and year) From To
Supervisor	Hourly or salary wage Start Last
State Job Title and Describe Your Work	Reason for Leaving

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State Job Title and Describe Your Work	Reason for Leaving

Are you licensed to operate a motor vehicle? Yes No
 Do you have a DOT medical card? Yes No

ACCIDENT RECORD FOR PAST 3 YEARS (start with most recent)

DATE	NATURE OF ACCIDENT (Head-on, Rear-end, Upset, etc.)	FATALITIES (Yes, No)	INJURIES (Yes, No)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TRAFFIC CONVICTIONS FOR THE PAST 3 YEARS (Other than parking violations)

LOCATION	DATE	CHARGE	PENALTY
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever been denied a license, permit or privilege to operate a motor vehicle? Yes No

If yes, give details: _____

Has any license, permit or driving privilege ever been suspended or revoked? Yes No

If yes, give details: _____

COMMERCIAL DRIVER APPLICANTS ONLY COMPLETE THIS SECTION

**Do not answer any questions in this section unless you have a commercial drivers license*

Date of Birth _____ Social Security No.: _____

DRIVER QUALIFICATIONS

State	License No.	Type	Expiration Date	Endorsements
Driver				
Licenses/				
Permits				

DRIVER EXPERIENCE

CLASS OF EQUIPMENT	TYPE OF EQUIPMENT (VAN, TANK, FLAT, ETC.)	DATES FROM	TO
Straight Truck			
Tractor and Semi-Trailer			
Tractor - Two Trailers			
Mtorcoach - School Bus			
Other:			

List states operated in for the last five years _____

ADDITIONAL INFORMATION

Describe any specialized training, special job-related skills, qualifications or equipment experience.

List all convictions, pleading of nolo contendere and deferred judgements you have had. Include the city, county, state and year of decision. Exclude minor traffic offenses and parking tickets. (Criminal background investigations may be conducted) A yes answer does not automatically disqualify you from employment. The nature of the offense, date and job for which you are applying will be considered.

Conviction, Plea of Nolo Contendere, Deferred Judgments	City	County	State	Date

**AFFIDAVIT/CONSENT FOR SUBSTANCE ABUSE TESTING
PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING**

I authorize the investigation of any or all statements contained in this application and also authorize any person, educational institutions, law enforcement agencies, city, state, county and federal courts, military service, current employer, past employers, credit agencies, and organizations named in this application to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT, NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT MY EMPLOYMENT WITH ELAM CONSTRUCTION, INC. IS AT WILL AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE, ALSO, THAT I MAY VOLUNTARILY TERMINATE MY EMPLOYMENT WITH ELAM CONSTRUCTION, INC. AT ANY TIME, WITH OR WITHOUT CAUSE.

Elam Construction, Inc. management reserves the right to require overtime and travel to other locations as normal conditions of employment.

Elam Construction, Inc. does substance abuse testing.

All applicants for employment will be tested before they begin employment with Elam Construction, Inc. We do not intend to hire applicants who cannot successfully pass our initial substance abuse testing.

I, THE UNDERSIGNED APPLICANT/EMPLOYEE of Elam Construction, Inc. hereby consent to allow Elam Construction, Inc. or company authorized facility to collect blood, urine, breath, saliva or otherwise, specimens from me for post employment offer testing for the presence of alcohol, illegal drugs or controlled substances conducted pursuant to the Elam Construction, Inc. Drug/Alcohol Workplace Policy. Further, I give my consent for the release of the test results to the appropriate members of company management.

I have read, understand and by my signature, consent to these statements.

I understand that any false information or omission may disqualify me from further consideration for employment, and may result in my dismissal if discovered at a later date. I understand, also, that I am required to abide by all safety rules and regulations and employment guidelines of Elam Construction, Inc.

I certify that this employment application was completed by me and that all entries on it and all information provided in this application and in the interview(s) are true and complete to the best of my knowledge.

Signature of applicant

Date

ELAM CONSTRUCTION, INC.

SUBSTANCE DETECTION POLICY

In order to assure a safe and efficient work environment, the following Policy has been adopted to supplement existing personnel policies, practices and procedures:

- I. **IMPAIRMENT PROHIBITED.** No employee will report for work or will work impaired by any substance, drug or alcohol, lawful or unlawful, except with management's approval; such approval will be limited to lawful medications and based strictly on an assessment of the employee's ability to perform their regular or other assigned duties safely and efficiently. "Impaired" means under the influence of a substance such that the employee's motor senses (i.e., sight, hearing, balance, reaction, reflex) or judgement either are or may be reasonably presumed to be affected. Any violation of this policy may result in summary discipline, up to and including discharge.
- II. **POSSESSION PROHIBITED.** No employee at any work site will possess any quantity of any substance, drug or alcohol, lawful or unlawful, which in sufficient quantity could result in impairment, except for authorized substances. "Work site" means any office, building, vehicle or equipment property (including parking lots) owned or operated by the employer, or any other sites at which an employee is to perform work for the employer. "Possess" means to have either in or on an employee's person, personal effects, motor vehicle, tools and areas substantially entrusted to the control of the employee. Authorized substances include only: (1) lawful over-the-counter drugs (excluding alcohol), in reasonable amount; and (2) other lawful (prescription) drugs or alcohol, the possession of which management has been advised and approved in advance. Any violation of this policy may result in summary discipline, up to and including discharge.
- III. **SUBSTANCE SCREENING.** For purposes of assuring compliance with the above, both employees and applicants for employment may be subject to substance screening under the circumstances described below. "Substance screening" means (1) testing of blood, urine, breath, saliva or otherwise as reasonably deemed necessary to determine possession or impairment, and (2) the completion of a substance use questionnaire.
 - (A) *Applicants.* Prior to assuming any job, an applicant will be subject to post job offer substance abuse screening. Refusal to submit to such screening will foreclose any further action on employment.
 - (B) *Employees.* The substance screening of employees will be the determination of a component/unit. Any such screening will be under the circumstances described below. Before the implementation of any such substance screening, classes of employee that will be subject to inclusion, will be so notified.
 - Suspected Impairment.* When there is reasonable evidence to suspect any employee has reported to work or is working impaired they may be subject to substance screening. Refusal to submit to such screening will be considered an act of insubordination, with attendant disciplinary and employment consequences.
 - Post-Accident/Incident.* Any employee involved either in a job-related accident or job-related incident involving the apparent violation of any safety rule or standard, which did or could have resulted in serious injury or property damage may be subject to substance screening. Refusal to submit to such screening will be considered an act of insubordination, with attendant disciplinary and employment consequences.
 - Periodic Testing.* Employees may be subject to substance screening at any time on a periodic or other non-discriminatory basis. Any refusal by an employee to submit to substance screening will be considered an act of insubordination, with attendant disciplinary and employment consequences.
 - (C) Pursuant to Department of Transportation requirements.

- IV. **INSPECTIONS.** For purposes of assuring compliance with the prohibition of possession, employees may be subject to inspections of the kinds and under the circumstances described below. Any refusal to submit to such an inspection will be treated as an act of insubordination, with attendant disciplinary consequences.
- (A) *Without Cause.* An employee's locker, closet, work area, desk, files, company motor vehicle, and similar areas are subject to inspection at any time on a random or any other non-discriminatory basis for purposes of this Program. Similarly, an employee's own car, lunch box, and like personal containers are subject to such inspection when brought onto any work site.
- (B) *On Suspicion.* Upon reasonable evidence to suspect a violation of the prohibition of possession, any employee's personal items are subject to inspection for purposes of the Program when brought onto or around any work site.
- V. **ADMINISTRATION/PRIVACY.** The results of any Program screening will be considered a medical record disseminated only in strict compliance with the Company's "Confidential Policy".

EMPLOYMENT APPLICATION ACKNOWLEDGEMENT, RELEASE AND CONSENT

I have read and understand the Elam Construction, Inc. Substance Detection Policy and agree to be bound thereby for purposes of applying for and, if offered, accepting employment at Elam Construction, Inc.

Specifically, I understand and agree to undergo substance (drug and alcohol) screening of my blood, urine, breath, saliva or otherwise for purposes of assuming employment. I further understand and agree that once employed, if I appear impaired, am involved in an accident or safety incident, or hold a job that is identified as safety critical, I will be subject to further substance screening or face disciplinary consequences, up to and including loss of employment. I hereby authorize any Company designated physician, laboratory, hospital or medical professional to conduct such screening and provide the results thereof to the Company, and I release any such designated institution or person from liability therefor.

I also understand and agree that once employed, certain areas such as my work area, desk, files, any company motor vehicle, my personal car, lunch box, wallet or purse and outer clothing may be subject to search on suspicion of substance possession, depending upon the circumstances as set forth in the policy.

Date

Print Name

Applicant Signature

