



APPLICATION FOR EMPLOYMENT

Sanford Contractors, Inc. is an **Equal Opportunity Employer** and affords equal opportunity to all applicants for all positions without consideration of race, color, religion, gender, national origin, age, disability, veteran status or any other status protected under local, state or federal laws.

ENTIRE APPLICATION MUST BE COMPLETED IN ORDER TO BE CONSIDERED FOR EMPLOYMENT

Desired Position(s) _____ Desired Salary \$ _____

Employment Type: Full-Time ___ Part-Time ___ Date of Application ___/___/___ Availability Date ___/___/___

Print Full Name _____

Address _____
Street City State Zip Code

Last Four Digits of Social Security # _____ Are you 18 years of age or older? Yes _____ No _____

Home Phone _____ Cell Phone _____

Email _____ How did you hear about us (referral source)? _____

Only U.S. Citizens or Aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment, provide genuine documentation establishing your identity and eligibility to be legally employed in the United States? Yes _____ No _____

Have you worked for us before? Yes _____ No _____ If yes, when and where? _____

Have you ever applied for a job with Sanford Contractors? Yes _____ No _____ If yes, when? _____

Have you ever been convicted of a crime? Yes _____ No _____ If yes, give details including date(s): _____

**A "yes" answer will not automatically disqualify you from employment. We will consider the nature and date of the offense and the job for which you are applying for the job-related purposes only, and only to the extent permitted by applicable law.*

EDUCATION

Education	Name and Location of School	Years Completed	Degree Received	Subject(s) Studied
High School				
College or University				
Trade, Business or Correspondence School				
Other (Explain)				

Mailing Address: P.O. Box 9 Lemon Springs, NC 28355
Physical Address: 628 Rocky Fork Church Road, Sanford, NC
27332 Phone: 919-775-7882 Fax: 919-718-1077
Email: humanresource@sanfordcontractors.com

EMPLOYMENT HISTORY

Include your last (3) employers, including periods of unemployment, starting with your most recent employer and working backwards in time. ***Incomplete information could disqualify you from consideration.***

From Month/Year	To Month/Year	Employer Name and Address	Telephone _____
		May we contact: Y N	
Job Title		Describe the Work Performed and Job Responsibilities	
Supervisor's Name/Title		Reason for Leaving or Seeking to Leave	Hourly Rate/Salary

From Month/Year	To Month/Year	Employer Name and Address	Telephone _____
		May we contact: Y N	
Job Title		Describe the Work Performed and Job Responsibilities	
Supervisor's Name/Title		Reason for Leaving or Seeking to Leave	Hourly Rate/Salary

From Month/Year	To Month/Year	Employer Name and Address	Telephone _____
		May we contact: Y N	
Job Title		Describe the Work Performed and Job Responsibilities	
Supervisor's Name/Title		Reason for Leaving or Seeking to Leave	Hourly Rate/Salary

Have you ever been discharged from any employment or asked to resign? Yes _____ No _____

If yes, explain: _____

PERSONAL REFERENCES

Name	Relationship to You	Years Known	Phone Number
			() -
			() -
			() -
			() -

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LIST OF EXPERIENCE

Please complete the following by placing a **check mark** in the column(s) that closest describes your experience (mark all that apply). Add comments to further describe your experiences.

	<u>No Skill</u> (Interested in area & willing to learn)	<u>Semi-Skilled</u> (Still need direction)	<u>Skilled</u> (Minimal direction needed)	Supporting Comments
Supervising Other Employees				
Administrative/Clerical Work				
General Labor – Pipe				
Pipe Laying				
General Labor – Bridge				
Concrete Finishing				
Carpentry				
Steel/Concrete Erection				
General Labor - Grading				
Survey/Stakeout/Layout				
Welding/Cutting				
Heavy Equipment Mechanic				
Diesel Mechanic				
Service Truck				
Dump Truck				
Flat Trailer				
Multi-Axle Tractor Trailer				
Equipment Operating:				
Forklift				
Roller				
Off-Road Truck				
Scraper				
Paddle Pan				
Backhoe				
Rubber-Tire Loader				
Track Loader				
Trackhoe (Pipe Work)				
Trackhoe (Grading)				
Bull Dozer				
Motorgrader				
Lattice-Boom Friction Crane				

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List any other experience, skills or other qualifications, which you believe should be considered in evaluating your qualifications for employment. Please indicate prior military service that you would like considered in connection with your application for employment.

GENERAL INFORMATION

Are you willing and able to travel distance when the job requires? Yes _____ No _____

Are you willing and able to work Saturdays when the job requires? Yes _____ No _____

Are you willing to work overtime if needed? Yes _____ No _____

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? Yes _____ No _____

Driving Information:

Driver's License Number & State _____ Driver's License Class: A B C

Is your license a CDL? Yes _____ No _____ If yes, list any endorsements _____

Is your license valid and current? Yes _____ No _____ When does your license expire? ____/____/____

Sanford Contractors, Inc. is an **Equal Opportunity Employer** and selects the best matched individual for the job based upon job related qualifications, regardless of race, color, creed, gender, national origin, age, disability, sexual orientation, or other protected groups under state, federal or local Equal Opportunity laws.

I understand and agree that:

1. Business needs may at any time make the following conditions mandatory: overtime and travel
2. Employment with this organization is of an "at-will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.
3. My signature authorizes Sanford Contractors, Inc. to make such investigation and inquiries of my personal, employment or financial history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my employment.
4. In the event of employment, I understand that false or misleading information given in my application(s) or interview(s) may result in my termination. I understand also, that I am required to abide by all rules and regulations of Sanford Contractors, Inc., as permitted by law.
5. Sanford Contractors, Inc. maintains policy that applicants for employment may be required to submit to a urinalysis screening test after the decision is made to hire and a conditional offer of employment has been made. If you refuse to take the test or the test confirms a positive result, your conditional offer of employment will be rescinded or you will be terminated.
6. I understand that this application is considered current for **sixty (60) days**. If I wish to be considered for employment after this period I must fill out and submit a new application.

I have read and understand the above; I also certify that answers given herein are true and complete to the best of my knowledge.

Applicant's Signature: **X** _____ **Date** ____/____/____

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Sanford Contractors, Inc.

An Equal Opportunity, Affirmative Action Employer

Applicant Survey Form

Last Name	First Name	Middle Initial(s)
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Date	Position(s) for which you are applying
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Disability – Are you a person with a disability? Yes ___ No ___ **Sex – Select one:** Female ___ Male ___

Please read carefully:

As an **Equal Opportunity/Affirmative Action Employer**, we must monitor our equal employment opportunity/affirmative action program and report the results to government agencies. Please help us gather this information by identifying your sex, race or ethnicity, and disability status on this form.

Providing this information is **completely voluntary**. If you choose not to provide some or all of this information, you will not be subject to any negative or adverse treatment.

The information you provide will be used **only** to monitor our compliance with equal opportunity laws and regulations and *for no other purpose*.* When we receive the form, we will immediately place it in a confidential file separate from your application. If you wish, you may mail this form to us in an envelope separate from the one that contains your application.

Race/Ethnicity – Select one or more:

___ American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

___ Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

___ Black or African American: A person having origins in any of the black racial groups of Africa.

___ Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

___ Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

___ White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

***This form is not used for employment decisions.** If you have a disability and need an accommodation so that you can perform the duties of the job for which you are applying, please notify us in some other manner.

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