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| Commercial Contractors Equipment, Inc.701 NW 27th StreetPO Box 81036Lincoln, NE 68501Phone: 402-476-1711 email: ccei@neb.rr.com Fax: 402-476-1712 |

# Employment Application

## Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | Last | First | M.I. |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Address: |  |  |  |  |
|  | *Street* | City | State | ZIP Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Best Time to Call |  |

|  |  |
| --- | --- |
| Social Security No. |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Driver’s License No. |  | State**:** |  | Expiration Date: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you presently Employed? | YES[ ]  | NO[ ]  | Can we contract you at work? | YES[ ]  |  NO[ ]  |

|  |  |  |  |
| --- | --- | --- | --- |
| If yes, work number |  | Best Time to Call |  |

|  |  |  |
| --- | --- | --- |
| **ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THIS COUNTRY?**(Proof of U.S. citizenship or immigration status will be required) | YES[ ]  | NO[ ]  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Have you ever been employed here before? | YES[ ]  | NO[ ]  | From |  | To  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Supervisor |  |  | Reason for leaving? |  |

## Type of Employment Desired

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Temporary |[ ]  Permanent |[ ]  Are you willing to work overtime? | YES[ ]  | NO[ ]  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date available for work |  | Position Desired? |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Are you on a layoff and subject to recall? | YES[ ]  | NO[ ]  | Are you a Veteran? | YES[ ]  | NO[ ]  | Vietnam Veteran? | YES[ ]  | NO[ ]  |

|  |  |  |
| --- | --- | --- |
| Are you willing to work away from home? | YES[ ]  | NO[ ]  |

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| --- | --- | --- |
| If required by the employer, will you undergo pre-employment physical/drug test? | YES[ ]  | NO[ ]  |

|  |  |  |
| --- | --- | --- |
| Have you been convicted of a felony in the last seven (7) years? | YES[ ]  | NO[ ]  |

(Such conviction may be relevant if job related, but does not bar you from employment

|  |  |
| --- | --- |
| **Please explain:** |  |

## Experience

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Yes | No | Machine | Models | Type of Work(Rough/Finish) | Yrs | For Whom |
|[ ] [ ]  Farm Tractor |  |  |  |  |
|[ ] [ ]  Roller |  |  |  |  |
|[ ] [ ]  Dozer |  |  |  |  |
|[ ] [ ]  Motor Grader |  |  |  |  |
|[ ] [ ]  Scraper |  |  |  |  |
|[ ] [ ]  Loader |  |  |  |  |
|[ ] [ ]  Backhoe/ |  |  |  |  |
|[ ] [ ]  Concrete Work |  |  |  |  |
|[ ] [ ]  Pipe Layer |  |  |  |  |
|[ ] [ ]  Laborer |  |  |  |  |
|[ ] [ ]  Mechanic |  |  |  |  |
|[ ] [ ]  Welder |  |  |  |  |
|[ ] [ ]  Service Man |  |  |  |  |
|[ ] [ ]  Truck Driver |  |  |  |  |
|[ ] [ ]  Supervisor |  |  |  |  |

## List 3 Previous Construction Jobs

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |
| Employed From |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |
| Employed From |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |
| Employed From |  | To: |  | Reason for Leaving: |  |

|  |  |  |
| --- | --- | --- |
| Can you perform the job functions of the position you are applying for, without modification of equipment? | Yes [ ]  | No [ ]  |

**Commercial Contractors Equipment, Inc.**

**Drug Free Workplace Policy**

It is the policy of Commercial Contractors Equipment, Inc. to maintain a safe, healthful and productive work environment for all employees. Therefore, Commercial Contactors Equipment, Inc. endorses the philosophy that the workplace should be free from detrimental effects of illicit drugs and alcohol. CCEI will act to eliminate any substance abuse, which increases the potential for accidents, absenteeism, substandard performance, poor employee moral or damage to CCEI reputation. All employees are subject to pre-employment and random drug testing. If an employee violates the drug free workplace policy and/or is convicted of violating any criminal drug statute while on the worksite, he or she will be terminated. This policy is applicable to all employees.

Employees reasonably believed to be under the influence of drugs or alcohol while in the workplace shall be prevented from engaging in further work and the incident shall be reported to the employee’s immediate supervisor as soon as possible.

Supervisors are required to detail in writing the specific facts, symptoms, or observations which form the basis for the supervisor’s determination that reasonable suspicion exists that an employee is intoxicated or under the influence of drugs or alcohol while on the job. “Reasonable suspicion” is a belief based on objective and explainable facts sufficient to lead a reasonably prudent supervisor to suspect that an employee is under the influence of drugs or alcohol so that the employee’s ability to perform his or her job safely is reduced.

The supervisor shall contact an additional manager or supervisor to observe the employee in question. The additional person shall also document in writing any objective facts constituting reasonable suspicion that the employee in question is intoxicated or under the influence of drugs.

All reports documenting the objective facts constituting reasonable suspicion that the employee is intoxicated or under the influence of drugs shall be submitted to the Project Manager who shall take action in accordance with this policy.

An employee may be required to submit to alcohol, drug, or controlled substance testing when the employee’s work performance causes a reasonable suspicion that the employee is impaired due to current intoxication, drug, or controlled substance abuse. In addition, employees involved in an accident will be required to submit to a post-accident alcohol or drug test. Refusal to submit to testing, when requested, will result in termination.

Lois Scholl

Lois Scholl

Secretary/Treasurer

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant Signature: |  | Date: |  |

**Commercial Contactors Equipment, Inc.**

**Equal Employment Opportunity Policy**

It is the policy of this company not to discriminate against minorities, women, Vietnam Era or disabled veterans, or handicapped persons, without regard to their race, color, religion, sex, or nation origin, with respect to recruitment, hiring, training, promotion, and other terms and conditions of employment, provided the individual is qualified to perform the work available. Further it is the policy of this company to comply voluntarily with the concepts and is the policy of this company to comply voluntarily with the concepts and practices of affirmative action. According, all employment and promotion decisions shall be consistent with the principle of equal employment opportunity (EEO).

Michael T. Sibbernsen Lois Scholl

President Secretary/Treasurer

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of the application and/or separation from the employer’s service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary.

I give the Employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

The employer is an equal opportunity employer. The Employer doe not discriminate in employment and no questions on this application is used for the purpose of limiting or excluding any applicant’s consideration for employment on a basis prohibited by local, state or federal law. I understand that all employees are subject to random drug testing.

This application is current for only sixty (60) days. At the conclusion of this time, if I have not heard from the Employer and still with to be considered for employment, it will be necessary for me to fill out a new application.

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| Applicant Signature: |  | Date: |  |