

Joseph McCormick Construction Co., Inc.
P.O. Box 176
Erie, PA 16512-0176
Phone: 814-899-3111

**APPLICATION FOR
EMPLOYMENT**

To Applicant: We appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications and may assist us in possible future upgrading. It is the policy of Joseph McCormick Construction Co., Inc. not to discriminate in hiring and employment on the basis of race, color, religion, national origins, sex, disability, military status or age and to comply with the requirements of all applicable state and federal laws. No question on this application is intended to secure information to be used to discriminate or violate any applicable state or federal employment laws.

PERSONAL			
NAME			TODAY'S DATE
STREET		CITY	STATE
ZIP	SOCIAL SECURITY NUMBER (<i>OPTIONAL</i>)	APPLYING FOR <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMPORARY	
HOME PHONE	BEST TIME TO CALL	BUSINESS PHONE	BEST TIME TO CALL
<i>* If at the above address less than three years, list below all residences for past three years. Attach a separate sheet if necessary</i>			
STREET	CITY	STATE	ZIP
STREET	CITY	STATE	ZIP
STREET	CITY	STATE	ZIP
Are you legally eligible for employment in the USA <input type="checkbox"/> YES <input type="checkbox"/> NO		State age if under 18	

POSITION DESIRED	
POSITION APPLYING FOR (BE SPECIFIC)	WHO REFERRED YOU?
WERE YOU PREVIOUSLY EMPLOYED BY US? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, WHEN? FROM _____ TO _____
ARE YOU CURRENTLY EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHAT DATE WILL YOU BE AVAILABLE FOR WORK?

EMPLOYMENT HISTORY (Start with most recent)		
EM PLOYER	FROM	To
ADDRESS	CITY	STATE
PHONE	JOB TITLE	REASON FOR LEAVING

“An Equal Opportunity Employer”

EMPLOYMENT HISTORY (Continued)				
EM PLOYER			FROM	To
ADDRESS		CITY		STATE
PHONE	JOB TITLE	REASON FOR LEAVING		
EM PLOYER			FROM	To
ADDRESS		CITY		STATE
PHONE	JOB TITLE	REASON FOR LEAVING		
EM PLOYER			FROM	To
ADDRESS		CITY		STATE
PHONE	JOB TITLE	REASON FOR LEAVING		

EDUCATION				
SCHOOL NAME, CITY & STATE	CURRICULUM	MAJOR	DEGREE	DATE GRADUATED
HIGH SCHOOL				
COLLEGE				
OTHER				
Describe any previous experience or any special skills or training that may qualify you for work with our company				

HAVE YOU EVER BEEN CONVICTED OF ANY CRIME: <input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, STATE THE DATE AND TYPE OF THE CONVICTION AND PLEASE EXPLAIN <i>(A conviction will not automatically disqualify you from consideration for the position for which you are applying)</i>

AT WILL EMPLOYMENT

I understand that if I am hired, both the company and I have the right to terminate the employment relationship at any time and for any lawful reason with or without cause. I further understand that although over the course of my employment other terms and conditions of my employment may change, this term of my employment will not change. I understand that no one other than an expressly authorized officer of Joseph McCormick Construction Co., Inc. is empowered to make any representation to me or enter into any agreement with me contrary to the foregoing, and that any contrary agreement entered into with me by an authorized officer of Joseph McCormick Construction Co., Inc. must be in writing and signed by an officer.

Date: _____ Applicant Signature _____

DISCLOSURE, CONSENT AND CERTIFICATION

I certify that everything that I have stated in this application is true and correct to the best of my knowledge. I authorize Joseph McCormick Construction Co., Inc. to investigate my background, employment history as well as statements contained in this application for employment. In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge. I understand that I will be required to submit to a drug and alcohol test as part of the application process and hereby consent to submitting to the test. I also understand that if employed, I will be required to authorize a personal criminal background check for the purpose of gaining access to construction sites that I may be working at. I further understand that this application is not intended to be a contract of employment and that if employed, my employment will be at-will.

Date: _____ Applicant Signature _____

JOSEPH McCORMICK CONSTRUCTION CO., INC.

VOLUNTARY
AFFIRMATIVE ACTION SURVEY

Eligibility for employment is considered without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition, or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action Responsibilities where they apply.

The information you provide will be used to comply with federal and state reporting requirements. If you choose to volunteer the requested information, please note that all affirmative action surveys are kept in a confidential file and **are not** part of your Application for Employment or personnel file.

YOUR COOPERATION IS VOLUNTARY AND IN NO WAY AFFECTS ANY DECISION REGARDING YOUR APPLICATION FOR EMPLOYMENT.

NAME		DATE	SEX: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
GROUP IDENTITY	✓	REFERRAL SOURCE	✓	
White – Not of Hispanic Origin		Employee Referral		
Black – Not of Hispanic Origin		Community Agency		
Hispanic		Advertisement		
Native American		Web Page		
Asian or Pacific Islander		Other:		