



# Application for Employment

(May 2012)

All persons shall have the opportunity to obtain employment without discrimination because of race, color, religion, national origin, citizenship, sex, age, disability / handicap, veteran status, military status, or other impermissible criteria.

## INSTRUCTIONS FOR COMPLETING THIS FORM:

1. Please Print or Type
2. Answer all questions. If answer is "NONE", so indicate.
3. If you need additional space, attach a separate sheet
4. "See Resume" is not acceptable in Employment Section.
5. Sign, date the completed form. Mail or fax **Email to [hr@wright-ryan.com](mailto:hr@wright-ryan.com)**

### PERSONAL INFORMATION

Name: Last		First	Middle	Date of Application
Address: Street		City	State	Telephone Number
Position Desired:	Salary/Wage Requirements:	Date available to begin work:		Email Address (required)
Are you over the age of 18 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you legally authorized to work in the U.S.?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you capable of performing the essential functions of this position with or without reasonable accommodation?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you possess a valid Maine State driver's license?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you have any outside commitments that might affect your employment with us?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Explain:	
Do you have any arrest/criminal record, felony convictions or pending criminal cases?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Explain:	

### DATES & PLACES OF RESIDENCE (If actual places of residence differ from the mailing addresses, furnish & identify both. Begin with present residence & go back 10 years.)

From (date)	To (date)	Street Number	City	State	Zip	County

### EDUCATION

School	School Name & Address	Course of Study	Credits Earned	Graduated	Degree Earned
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	

**EMPLOYMENT HISTORY**

(Start with your most recent or present position. **Show past 10 years** including military service, type of discharge, & periods of Education)

May we contact your present employer at this time?  Yes  No

Attach Additional Sheets if needed

<b>1. <u>Current Employer's Name</u></b>	Address:	Job Title:	Starting Date (Mo/Yr)	Ending Date (Mo/Yr)
Supervisor's Name & Phone #	Reason for Leaving: Were you discharged? <input type="checkbox"/> No <input type="checkbox"/> Yes, Explain		Starting Salary	Ending Salary
<b>2. <u>Employer's Name</u></b>	Address:	Job Title:	Starting Date (Mo/Yr)	Ending Date (Mo/Yr)
Supervisor's Name & Phone #	Reason for Leaving: Were you discharged? <input type="checkbox"/> No <input type="checkbox"/> Yes, Explain		Starting Salary	Ending Salary
<b>3. <u>Employer's Name</u></b>	Address:	Job Title:	Starting Date (Mo/Yr)	Ending Date (Mo/Yr)
Supervisor's Name & Phone #	Reason for Leaving: Were you discharged? <input type="checkbox"/> No <input type="checkbox"/> Yes, Explain		Starting Salary	Ending Salary
<b>4. <u>Employer's Name</u></b>	Address:	Job Title:	Starting Date (Mo/Yr)	Ending Date (Mo/Yr)
Supervisor's Name & Phone #	Reason for Leaving: Were you discharged? <input type="checkbox"/> No <input type="checkbox"/> Yes, Explain		Starting Salary	Ending Salary

**UNEMPLOYMENT GAPS**

Please describe any gaps in your employment listed above or on supplemental forms

Explanation of unemployment Gap	From date	To date

**PROFESSIONAL REFERENCES**

(Do not list a relative or anyone in the service of Wright-Ryan Construction)

FULL NAME OF REFERENCE	ADDRESS	TELEPHONE NUMBER	CONNECTED WITH WHAT BUSINESS	POSITION

**GENERAL INFORMATION**

What prompted your application?

Advertisement  Own Accord  Other:  Employee Referral -- Employee name:

Have you previously worked for Wright-Ryan Construction?  Yes  No

If yes, provide the following period of employment: From: To: Job Title:

In consideration of possible employment and/or actual employment with Wright-Ryan Construction, I agree as follows:

1. That the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.
2. In the event that the Company offers employment to me, I understand and agree that such offer is conditional on:
  - a. my demonstration, through a company-paid physical examination or physical capacity assessment, the ability and physical capacity to perform the essential functions of the offered position with or without reasonable accommodation. I verify by my signature that the health information I provide to the medical provider will be true and complete to the best of my knowledge. I further authorize the Company to inquire into my medical background as it affects my qualifications for employment and/or fitness for duty. In furtherance of this authorization, I request and authorize any doctor or hospital or medical facility from which I have received medical treatment of any nature to release to the Company at their request any and all records regarding my medical history and, in consideration for so doing, do hereby release and discharge persons or facilities so doing from any and all liability arising there from.
  - b. the receipt of a negative result from a substance abuse test pursuant to Maine Substance Abuse Testing Law (26 M.R.S.A § 681-690) and the Maine Department of Labor Rules relating to Substance Abuse Testing. I further understand that I will not be hired if I fail the drug test, if I refuse to submit to the drug test at the location, date and time requested or if I provide a false or tampered specimen. I understand that I may review a copy of Wright-Ryan Constructions' written policy concerning substance abuse testing approved by the State of Maine upon request.
  - c. a criminal background verification from public and private sources that is acceptable to the company and free of any crimes and activities that might be related to honest and lawful conduct of company financial matters; management of valuable company assets; and integrity consistent with Wright-Ryan's positive reputation and ethical philosophy.
  - d. An acceptable driver's record and evidence of insurability for those positions in which the applicant must drive a vehicle on company business.
3. I understand and agree that my employment with the Company, including my employment in any and all subsequent positions is "At Will" and may be terminated by me or the Company at any time, for any reason, with or without cause, and with or without notice. This agreement can be modified only by a written agreement, signed by the President, and cannot be modified by subsequent conduct of the parties. I understand that no manager or representative of the Company other than its president has any authority to modify this "at will" status or to make any agreement contrary to the foregoing. I understand and agree that no oral or written representations, other than those contained in this Application For Employment, have been made to me with reference to my employment with the Company and that this application constitutes the final, complete, and entire agreement between myself and the Company on the subject of my employment.
4. I agree to adhere to all provisions of the Company's policies and procedures that apply to my position in the Company and further understand that the Company may amend those provisions at any time, as it deems appropriate in its sole discretion. In no event, however, shall these policies and procedures be construed to alter my right or the right of the Company to terminate my employment at any time, for any reason, with or without cause.

As the applicant, I certify that this application was completed by me; that all entries on it are true and complete to the best of my knowledge; and that I have read, understand, and agree to the provisions in the preceding paragraphs. I certify that I am a genuine applicant for employment and this application is being submitted solely for the purpose of seeking employment with the Company and for no other reason.

In connection with my application for employment I understand that several reports may be requested and may include information as to my character, work habits, academic credential verification, financial responsibility, job performance, experience and reasons for termination. Further I understand that Wright-Ryan will verify this along with the information covered in a, b, c, and d above initially during the employment process and information covered in a, c, and d throughout the course of my employment.

**I HEREBY AUTHORIZE AND RELEASE FROM ALL LIABILITY, WITHOUT RESERVATION, WRIGHT-RYAN CONSTRUCTION COMPANY AND THEIR AUTHORIZED AGENTS AND ANY LAW ENFORCEMENT AGENCY, ADMINISTRATOR, STATE/FEDERAL AGENCY, INSTITUTION, INFORMATION SERVICE BUREAU, EMPLOYER, EMPLOYEE, INSURANCE COMPANY OR PERSON GATHERING OR FURNISHING THE ABOVE-MENTIONED INFORMATION. I FURTHER ACKNOWLEDGE THAT A TELEPHONE FACSIMILE (FAX) OR PHOTOGRAPHIC COPY OF THIS RELEASE WILL BE AS VALID AS THE ORIGINAL.**

This application will remain active for six months, after which I must renew it if I wish to be reconsidered for employment.

PRINT APPLICANT'S NAME: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_

**FOR INTERNAL USE ONLY**

<b>Reference Checks</b>		
<b>Employer</b>	<b>Person Contacted</b>	<b>Results</b>
1		
2		
3		
4		
<b>Agency Checks</b>		
<b>Agency</b>	<b>Person Contacted</b>	<b>Results</b>
1		
2		
3		
4		
<b>Interviewer Name &amp; Comments</b>		