



# Application for Employment

(January 2019)

All persons shall have the opportunity to obtain employment without discrimination because of race, color, religion, national origin, citizenship, sex, age, disability / handicap, sexual orientation, gender identity, 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 criminal record convictions?   | <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:<br>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:<br>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:<br>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:<br>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
  - b. the receipt of an acceptable substance abuse test result from a 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 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. an acceptable criminal background verification from public and private sources that is free of any crimes and activities that might be related to honest and lawful conduct of company business.
  - 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.
4. 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.
5. 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.
6. I hereby authorize any person, company, and or educational institution I have listed as a reference on my employment application to fully disclose any information they may have regarding my qualifications for employment. I will not hold Wright-Ryan or any former employer, educational institution, or any other persons or entities liable for the exchange of reference information or for the exchange or provision of any other information that is relevant and necessary to the employment process.

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: \_\_\_\_\_