

**BASIC CONSTRUCTION COMPANY
EMPLOYMENT APPLICATION**

POSITION APPLIED FOR

_____ Inexperienced Laborer _____ Asphalt Experienced Laborer _____ Asphalt Operator
_____ Utility Operator _____ Site/Grade Experienced Laborer _____ Utility Experienced Laborer
_____ Site/Grade Operator _____ Mechanic _____ Pipelayer _____ Other
_____ Asphalt Plant _____ Crusher/Material Unloading

How did you hear of this position? (Circle One) Advertisement Referral Walk-in Other _____

Have you ever worked for Basic Construction Company or Basic Materials & Transport before? _____

Dates _____

BASIC CONSTRUCTION COMPANY is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religion, martial status or any other standard protected by applicable law.

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity within three (3) days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination. Pre-employment Drug Screen required.

I have read and understand Basic's Employment at Will Policy: Initial _____

Personal Data

_____ First Name _____ Middle _____ Last

_____ Street Address _____ City _____ State _____ Zip Code

_____ Home Telephone Number _____ Social Security Number _____ Date of Birth (mm/dd/yy)

Daytime telephone number at which we may contact you _____

Are you 18 years of age or older? Yes _____ No _____

Salary desired: \$per _____ hour. Could you work overtime? Yes _____ No _____

What date could you start work? _____

Do you have reliable transportation to and from work/job site? Yes _____ No _____

Previous Employer: _____ Telephone # _____

Dates of Employment: _____

Duties performed: _____

References: _____ Telephone# _____

_____ Telephone# _____

Previous Experience: _____

Applications will be retained for 60 days for review. After 60 days, a new application must be submitted.

Applicant's Signature _____ Date _____



CONSTRUCTION COMPANY, LLC

Since 1915

538 OYSTER POINT ROAD
NEWPORT NEWS, VA 23602

www.basicconstructionco.com

PHONE: 757.249.3789

FAX: 757.249.2229

EMPLOYMENT VERIFICATION FORM

The individual named below has applied for a position with Basic Construction Company. We are requesting verification of the information listed below. By signing and formally submitting an employment application, the applicant authorized Basic Construction Co. to verify previous/current employment information. Please fax completed verification to Andrea Hoadley/ HR Manager @ (757) 249-2229. Your assistance is appreciated.

The following to be completed by applicant

Name of Applicant: _____ SS# _____

Last Position Held: _____

Previous Employer: _____ Phone: _____

Last salary: \$ _____ Dates of employment: _____

Reason for leaving:

Major duties performed:

Signature of Applicant _____ Date _____ I authorize Basic Construction Co. to verify my past/current employment.

The following to be completed by previous employer

Is the above information correct? YES _____ NO _____ If no, please note any discrepancies:

Did employee occupy this position during entire period of employment? YES _____ NO _____

If not, list transfers, promotions, demotions, etc. and applicable dates.

Were the services the employee performed satisfactory? YES _____ NO _____ If no, why?

Eligible for rehire? YES _____ NO _____ If no, why not?

Is there any additional information about this employee we should consider in assessing his/her suitability for employment?

EMPLOYMENT VERIFICATION CONDUCTED BY:

Signature _____ Title _____ Date _____

BASIC CONSTRUCTION COMPANY

ALL HIRING AND EMPLOYMENT AT BASIC CONSTRUCTION COMPANY IS AT WILL.

I understand the application I completed is not an employment contract, nor can it be used to create one. Employment by Basic Construction Company has no specific term and may be terminated by the employee or Basic Construction Company with or without notice. I acknowledge that Basic Construction Company has not made any promises or representations that differ from those contained in this paragraph.

I understand that I must provide satisfactory documents to establish my identity and right to work in the United States, if I am offered a position with Basic Construction Company, and that failure to provide this evidence will result in the termination of my employment.

I release and agree to hold harmless any individual, company, business institution or government agency from all liability with regard to furnishing information to Basic Construction Company. I agree to release and hold harmless Basic Construction Company from all liability with respect to the receipt of such information.

I certify that the information I have furnished on my application form is true and complete. I understand that if any misrepresentation has been made by me verbally or in writing, any offer of employment made to me may be withdrawn or my subsequent employment with Basic Construction Company may be terminated.

Applicant's Signature

Date

Applicant Release

This part will be kept in secure files separate from personnel records.

In connection with my application for employment (including contract for services) and as a condition of continuing employment, I understand that investigative background inquiries may be made on me including consumer credit, criminal convictions, motor vehicle, and other reports. These reports will include information as to my character, work habits, performance, education, and experience along with reasons for terminations of employment from previous employers. Further I understand that the company will be requesting information from various Federal, State, and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil, and other experiences as well as claims involving me in the files of insurance companies.

I authorize without reservation, any party or agency contracted to furnish the above mentioned information and release all parties involved from liability and responsibility for doing so. I hereby consent to obtaining the above information from [Company] and/or any of their agents. This authorization and consent shall be valid in original, fax, or copy form.

Applicant's Signature

Date

The following information is required by law enforcement agencies and other entities for identification purposes when checking records. It is confidential and will not be used for any other purpose.

PLEASE PRINT CLEARLY:

Print Full Name: _____ Social Security #: _____

Print other names you have used: _____ Dates used: _____

Address: _____

Phone #: _____

Email Address: _____

Date of Birth: _____

Race: White _____ Black _____ Hispanic _____ Asian _____ Indian _____ other _____

Sex: Male _____ Female _____

Veterans Status (if applicable) _____