

BASIC MATERIALS & TRANSPORT LLC

EMPLOYMENT APPLICATION

POSITION APPLIED FOR : **Truck Driver**

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 MATERIALS & TRANSPORT LLC 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 person 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 Materials & Transport. We are requesting verification of the information listed below. By signing and formally submitting an employment application, the applicant authorized Basic Materials & Transport to verify the information in Section I & II below. Please fax verification to Andrea Hoadley @ (757)249-2229. Your assistance is appreciated.

SECTION I: EMPLOYMENT VERIFICATION – Please list ten(10) years of previous employment.

Name of Applicant: _____ Social Sec #: _____
Last Position held: _____
Company Name: _____ Phone # _____

Other position(s) held: _____

Last salary: \$ _____ Dates of employment: _____

Reason for leaving: _____

I authorize Basic Materials & Transport to verify my past/current employment:

Signature of Applicant Date

The following is to be completed by previous employer

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

DRUG/ALCOHOL REPORT

- 1.) Has this person tested positive for a controlled substance in the last three (3) years? _____ Yes _____ No
- 2.) Has this person had an alcohol test with a Breath Alcohol Concentration of 0.04 or greater in the last three (3) years? _____ Yes _____ No
- 3.) Has this person refused a required test for drugs in the last three (3) years? _____ Yes _____ No
- 4.) Has this individual violated other DOT drug/alcohol regulations? _____ Yes _____ No
- 5.) Have you received information from a previous employer that this individual has violated DOT drug/alcohol regulations? _____ Yes _____ No

ACCIDENT HISTORY

Date	Description	DOT Reportable
_____	_____	_____ Yes _____ No

SECTION II SUPPLEMENTAL INFORMATION

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

Would you rehire the employee for this or another position? YES _____ NO _____ If "no", why?

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

Signature of respondent:

Title:

Phone:

Date:



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BASIC MATERIALS & TRANSPORT LLC

ALL HIRING AND EMPLOYMENT AT BASIC MATERIALS & TRANSPORT LLC 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 Materials & Transport LLC has no specific term and may be terminated by the employee or Basic Materials & Transport LLC with or without notice. I acknowledge that Basic Materials & Transport LLC 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 Materials & Transport LLC, 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 Materials & Transport LLC. I agree to release and hold harmless Basic Materials & Transport LLC 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 Materials & Transport LLC 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) _____