



APPLICATION FOR EMPLOYMENT

Thank you for your interest in MCM Construction and for your time in completing the hiring process. The following outline will let you know our procedure and what we need from you before we can move forward with your application.

1st Meeting

- ❑ Fill out employment application (this can be taken home and mailed back).
- ❑ ERI test.
- ❑ Carpentry test (if required).

2nd Meeting

- ❑ Interview with HR Manager
- ❑ Reference check
- ❑ Background check that includes drivers license, criminal and credit checks
- ❑ Drug test

3rd Meeting

- ❑ Meet with Owner and/or Project Manager
- ❑ Go to job site(s) and “Job shadow”

Once this process has been completed MCM will evaluate the information we have gathered and decide if you would be a good fit with the company. We hope you will do likewise with the information you obtain from the interview process and evaluate whether or not MCM is a good fit for you.



Equal Employment Opportunity Employer

Date: _____

I. General Information

(Please Print)

Name: Last First Middle

Present Address

Permanent Address (if different than above)

Social Security Number

Telephone

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

If employed and under 18, can you furnish a work permit? Yes No

Have you ever been employed by MCM Construction, Inc? Yes No

Are you employed now? Yes No

May we contact your present employer? Yes No

If yes, give name: _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? Yes No

Type of work desired: _____

Wages desired: _____

Do you have a valid driver's license in this state? Yes No

License No. _____

Can you perform the essential functions of the job(s) for which you are applying? Yes No

Are you available to work FULL-TIME PART-TIME OVER-TIME

Date Available For Employment_____

Have you pled guilty or been convicted of a felony?
(Please note that a "YES" answer will not bar you from consideration for employment.) Yes No

If YES, please explain: _____

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or other protected status in accordance with applicable federal and state equal employment opportunity laws.

II. Educational History



School Name/Location

Years Completed Degree/Diploma

High School _____

College _____

Tech. Training _____

Other _____

III. Special Skills, Qualification and Considerations:

Summarize special skills and qualifications, volunteer activities, military experience, employment or other activities related to the job you are seeking:

III. Employment Record

Start with your present or last job. List your last 3 jobs in order. Do not omit any job.

1. _____
Employer _____ Position Held _____

_____ Dates Employed: _____
Address _____ From _____ To _____

_____ Telephone _____ Your salary (hourly): Starting / Ending _____

_____ What did you like most about your job?

_____ What did you like least about your job?

_____ Reason For Leaving _____

2. _____
Employer _____ Position Held _____

_____ Dates Employed: _____
Address _____ From _____ To _____

_____ Telephone _____ Your salary (hourly): Starting / Ending _____

_____ What did you like most about your job?

_____ What did you like least about your job?

_____ Reason For Leaving _____



3. _____
Employer _____ Position Held _____
_____ Dates Employed: _____
Address _____ From _____ To _____
_____ Telephone _____ Your salary (hourly): Starting / Ending _____

What did you like most about your job?

What did you like least about your job?

Reason For Leaving _____

4. _____
Employer _____ Position Held _____
_____ Dates Employed: _____
Address _____ From _____ To _____
_____ Telephone _____ Your salary (hourly): Starting / Ending _____

What did you like most about your job?

What did you like least about your job?

Reason For Leaving _____

IV. References

Please list 3 non-relatives who are familiar with your qualifications, actual work history and ability.

	Name	Occupation/Relationship	Years Known	Telephone
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____



PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK THEM BEFORE SIGNING.

I certify that all answers and statements I have made on this application (and resume or other supplementary materials) are true and complete without omissions. I understand that any false information will be grounds for refusal to hire or for immediate discharge if I am employed. I authorize any to the persons or organizations named in this application to give you complete information and records regarding my employment, education, character and qualification.

Yes No

I will be responsible for familiarizing myself with all rules and regulations of MCM Construction, Inc. as they presently exist or are later modified. I recognize that my employment can be terminated, at the discretion of MCM Construction, Inc. or at my option, without notice, at any time, except as specifically set forth in writing in a current individual employment agreement.

Yes No

I also understand that no representative of MCM Construction, Inc. has any authority to enter into any employment agreement for any specified period of time, or to assure me of any future position, benefits, or terms and conditions of employment, except as specifically stated in a current written agreement signed by the President.

Yes No

I have read, understand and agree with the above.

Signature of Applicant

Date

This application is valid for only ninety (90) days from the date I signed. If I want to be considered for job openings more than ninety (90) days from date signed, I will submit a new application.

Background Research Release



Please read this section carefully and acknowledge your understanding by signing your name in the space below.

I certify that all of the statements made by me on this application for employment are true, correct, and complete to the best of my knowledge.

1. Consent To Conduct Background Investigation

As a condition of and in consideration for MCM Construction, Inc.'s consideration of this application, I give permission to MCM Construction, Inc. to investigate my personal and employment history. I understand that this background investigation will include, but not be limited to, verification of all information on this application, as well as interviews with past employers. I further give permission to MCM Construction, Inc. to conduct this investigation and to discuss the results of this investigation in connection with my application for employment.

2. Consent To Contact Past Employers

I give permission to MCM Construction, Inc. to contact all employers listed in this application (except those specifically excluded) for references. I further give permission to all current or previous employers and/or managers or supervisors to discuss my relevant personal and employment history with MCM Construction, Inc., consent to the release of such information orally or in writing, and hereby release them from all liability and agree not to sue them for defamation or other claims based upon any statements they make to any representative of MCM Construction, Inc.. I further waive all rights I may have under state law to receive a copy of any written statement provided by any of my former employers to MCM Construction, Inc... I further agree to indemnify all past employers for any liability they may incur because of their reliance upon this release. This release of information covers my employment record in general, including information on the following questions:

- Dates of employment;
- Position held when started and left;
- The quality of my work;
- The quantity of my work;
- My attendance habits (excluding worker's compensation, pregnancy and other protected absences);
- My relationship with co-workers and supervisors;
- My attitude toward work (cooperative? Positive? etc.,);
- Reason for leaving;
- Eligibility for rehire;
- Strong points;
- Weak points;
- Whether I have had outbursts of temper, threatened, provoked fights with or assaulted others, engaged in hostile or violent behavior, have a criminal record or any traits that would present security or safety issues for others.
- Other relevant information regarding my performance, skills, ability, and suitability for employment sought, etc.

3. Consent To Contact Government Agencies



I give permission to any agent, attorney or representative of MCM Construction, Inc. to receive a copy of any information obtained in the file of any federal, state or local court, governmental agency, law enforcement agency or investigator concerning or relating to me. I further consent to the release of such information and waive any right under state law concerning notification of the request for a release of such information. In the event a state law does not provide for prospective employers to have access to information, I hereby delegate MCM Construction, Inc. as my agent for receipt of information. I understand that the scope of this investigation will be limited to criminal and/or civil records that relate to my honesty, integrity and/or abilities.

4. Cooperation With Investigation

I agree to fully cooperate in MCM Construction, Inc.'s background investigation, and to sign any waivers or releases that may be necessary to obtain access to relevant information. In the event that any former employer or federal, state or local governmental agency will not release reference information or criminal history information directly to the employer, I agree to personally request such information to the extent permitted by law.

5. Falsification Statement

I understand that any falsification or willful omission of fact made in this application or in connection with any background investigation may be sufficient grounds for rejection of this application, or, if discovered after an offer of employment, for immediate dismissal.

6. Employment "At Will"

In consideration of my employment, I agree to conform to the rules and regulations of MCM Construction, Inc., and my employment and compensation is "at will" in that they can be terminated with or without cause, and with or without notice, at any time, at the option of either MCM Construction, Inc. or myself, except as otherwise provided by law. I understand that no manager or representative of MCM Construction, Inc., other than the President of MCM Construction, Inc., has authority to enter into any agreement for employment for any specified period of time or to make any agreement or contract to the foregoing, and that any promises to the contrary will only be relied upon by me if they are in writing and signed by the President of MCM Construction, Inc.

Date of Birth Month _____ Date _____ Year _____

Social Security #: _____ - _____ - _____

Applicant's Signature

Date