

MORRIS BUILDING CONSTRUCTORS, INC.

1333 Butler St., Oxford, AL 36203 – (256) 835-1080 – (256) 286-9840

Application for Employment

Morris Building Constructors, Inc. is an equal opportunity employer and does not unlawfully discriminate in employment. No questions on this application are used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of Morris Building Constructors, Inc.

Applicant Name: _____ Date: _____

Position(s) applied for or type of work desired: _____

Address: _____

Telephone #: _____ Social Security #: (Optional): _____

Type of employment desired: Full Time Part Time Temporary

Date you will be available to start work: _____

Are you able to meet the attendance requirements? Yes No

Do you have any objections to working overtime if necessary? Yes No

Can you travel if required by this position? Yes No

Have you ever been previously employed by our organization? Yes No

Can you submit proof of legal employment authorization and identity? Yes No

Are you 18 years of age or older? Yes No (If hired, you may be required to submit proof of age.)

Have you been convicted of a crime in the last 7 years?

If yes, please explain (a conviction will not automatically bar employment): _____

Drivers License Number: _____

How were you referred to us? _____

Why are you interested in Morris Building Constructors, Inc. _____

Employment History

Please provide all employment information for your past four employers starting with the most recent.

Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate Supervisor and Title: _____

Dates Employed: from _____ to _____ Salary: _____

Job Summary: _____

Reason for Leaving: _____

Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate Supervisor and Title: _____

Dates Employed: from _____ to _____ Salary: _____

Job Summary: _____

Reason for Leaving: _____

Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate Supervisor and Title: _____

Dates Employed: from _____ to _____ Salary: _____

Job Summary: _____

Reason for Leaving: _____

Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate Supervisor and Title: _____

Dates Employed: from _____ to _____ Salary: _____

Job Summary: _____

Reason for Leaving: _____

Other Skills and Qualifications

Summarize and job-related training, skills, licenses, certificates, and/or other qualifications:

Educational History

List school name and location, years completed, course of study and any degrees earned:

High School: _____

College: _____

Technical Training: _____

Other: _____

References:

List 3 references names, telephone numbers, and years known (do not include relatives or employers):

In connection with my application for employment, I understand that an investigative consumer report may be requested that will include information as to my character, work habits, and experience, along with reasons for termination of past employment. I understand that as directed by company policy and consistent with the job described, you may be requesting information from public and private sources about my: workers' compensation injuries, driving record, criminal history, education, credentials, credit and references. Medical and workers' compensation information will only be requested in compliance with the Federal Americans with Disabilities Act (ADA) and/or any other applicable state laws. According to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my prospective employer from a consumer-reporting agency. If so, I will be notified and given the name and address of the agency or the source that provided the information.

I understand I may be requested to undergo pre-employment drug testing.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is not specified length of employment and that this application does not constitute an agreement of contract for employment. Accordingly, Morris Building Constructors, Inc. or I can terminate the relationship at will, with or without cause, at any time so long as there is no violation of applicable federal or state law.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that persons need for a reasonable accommodation as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I hereby, authorize without reservation, any law enforcement agency, institution, information service bureau, school, employer, reference, or insurance company contacted by Morris Building Constructors, Inc., or their agent, to furnish the information described in Paragraph 1 above. I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant Signature: _____ Date _____