



P.O. Box 1511 • Aberdeen, SD 57402-1511
 605-725-0050 • 605-725-0049 Fax
 www.jdhconstruction.biz

APPLICATION FOR EMPLOYMENT

We are an Equal Opportunity Employer and will not discriminate against any applicant on any grounds protected under federal, state, or local law. Federal law obligates us to provide reasonable accommodation to the known disabilities of applicants, unless to do so would pose an undue hardship. Please feel free to let us know if you need an accommodation to complete the application process.

NOTE: A PRE-EMPLOYMENT DRUG TEST AND PHYSICAL MAY BE REQUIRED FOR EMPLOYMENT. SEE PAGE 4 FOR ADDITIONAL INFORMATION.

PLEASE PRINT

Position(s) Applying For		Date of Application
Last Name	First Name	Middle Initial
Street Address		
City	State	Zip Code
Home Phone Number	Cell Phone Number	Other Phone Number

Are you available to work: Full Time Part Time Seasonal Temporary

On what date would you be available for work? _____

Can/Will you travel if a job requires it? Yes No Comments: _____

Have you ever been employed with us before? Yes No If Yes, where and when: _____

Have you ever been convicted of a felony? Yes No If Yes, please explain: _____

(Conviction will not necessarily disqualify an applicant from employment)

Are you a convicted sex offender? Yes No

(Conviction will not necessarily disqualify an applicant from employment)

FOR PERSONNEL DEPARTMENT USE ONLY - DO NOT WRITE IN THIS SPACE	
Application Received By _____	Date _____
Hired By _____	Date of Employment _____
Job Title _____	Pay Rate _____

Are you able to perform all of the essential functions of the position(s) for which you are applying with or without reasonable accommodation? (See the job description(s) for the specific job(s) for which you are applying).

Yes No

If hired, can you furnish proof that you are legally eligible to work in the United States? Yes No

Have you ever filed an application with us before? Yes No If Yes, give date: _____

How did you learn about us? Advertisement Walk-In Employment Agency
 Friend Relative Other: _____

EDUCATION

	Junior/Senior High School					College				Vo-Tech	
School Name and Location											
Circle Highest Year Completed	8	9	10	11	12	1	2	3	4	1	2
Degree or Course of Study	N/A										

ACTIVITIES AND OFFICES HELD

List professional, trade, business or civic activities and offices held. You may exclude memberships which would reveal sex/gender, race, religion, national origin, age, ancestry, disability or other protected status.

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills, qualifications, licenses or certifications acquired from employment or other experiences that you believe may be helpful to us in considering your application.

EMPLOYMENT EXPERIENCE

Are you currently employed? Yes No

If Yes, may we contact your present employer? Yes No

If No, are you currently on "lay-off" status and subject to recall? Yes No

Provide the following information, starting with your present or most recent job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, sex/gender, national origin, ancestry, disability or other protected status.

Employer		Supervisor		Hourly Rate/Salary	
				Starting	Final
Address		Telephone Number			
Job Title/Work Performed					
Date Hired	Date Left	Reason for Leaving			

Employer		Supervisor		Hourly Rate/Salary	
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Employer		Supervisor		Hourly Rate/Salary	
				Starting	Final
Address		Telephone Number			
Job Title/Work Performed					
Date Hired	Date Left	Reason for Leaving			

REFERENCES

Give names, addresses and telephone numbers of three references who are not related to you.

1. _____
2. _____
3. _____

NOTICE TO PROSPECTIVE APPLICANTS

DRUG TEST AND PHYSICAL - In applying for employment, I understand that I may have to undergo a urine-screening test to determine the presence of certain drugs. I further understand that the presence of one or more of those drugs may cause my rejection from further consideration for employment. If I am offered a job, I also understand that I may have to undergo a physical to determine if I am physically able to perform the required job duties. I further understand that failure of the physical may cause my rejection from further consideration for employment.

I hereby authorize JDH Construction Inc. to conduct through its designated physician or laboratory testing facility, a drug screening test and a physical as a requirement of employment.

I also understand that refusal to submit to the drug screening test and physical will constitute voluntary withdrawal of my application for employment.

In the event that I fail to pass the drug screening test or that I do not remain employed by the Company for a period of at least thirty (30) working days, I will be required to reimburse the Company for the testing procedures performed.

ITEMS YOU MUST PROVIDE – In order to be employed by JDH Construction Inc., an employee must have the following items when reporting to work each day: Hard Hat (provided by JDH Construction Inc.), Hammer, Pliers, 25' Tape Measure, Utility Knife, Leather Work Boots (No tennis shoes), and Safety Glasses (provided by JDH Construction Inc.). In addition, carpenters will need to provide standard carpentry hand tools.

WORKING HOURS - Although the regular hours for the Company vary between 7:00 A.M. and 5:30 P.M., the actual working hours are determined by the job superintendent for the crew to which an employee will be assigned.

APPLICANT'S STATEMENT

I have read and understand the requirements for prospective applicants listed above and agree to comply with them in the event of being hired for employment. I certify that I am at least eighteen (18) years of age.

I certify that the answers given herein are true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Company.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand that neither this document nor any offer of employment from the Company constitute an employment contract unless a specific document to that affect is executed by the Company and employee in writing.

I understand that if I am hired and issued a Company hard hat and safety book and I do not remain employed with JDH Construction Inc., I will be required to return the Company issued hard hat and safety book. I also understand that if I do not return the Company issued hard hat and/or safety book upon departure from employment, the cost will be deducted from my paycheck.

Signature of Applicant

Date