



NOTICE TO APPLICANTS AND EMPLOYEES

Screening test for alcohol and illegal drug use are required before hiring and during your employment.



APPLICATION FOR EMPLOYMENT

We consider applicants for all positions based solely upon merit and without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, veteran or current military status, union affiliation, or any other legally protected class.

Each section and question must be fully and accurately answered. No action will be taken on an incomplete application.

Position Applied For	Date of Application
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How Did You Learn About Us?

Advertisement Friend Walk-In Website
 Employment Agency Relative Other _____

Last Name	First Name	Middle Name (Initial)			
Address	Number	Street	City	State	Zip Code
Telephone Number(s)					

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

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

Have you ever been employed with us before? Yes No If Yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you lawfully authorized to work in the United States? Yes No
Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____ Desired salary range: _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Do you have a valid driver license? Yes No

Are you bondable? Yes No

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes No
Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Employment Experience

Start with your present or last job. You may exclude organizations which indicate race, color, religion, gender, national origin, veteran status, disabilities or other protected status.

1	Employer		Dates	Employed	Work Performed
			From	To	
	Address				
	Telephone Number(s)		Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for Leaving					
2	Employer		Dates	Employed	Work Performed
			From	To	
	Address				
	Telephone Number(s)		Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for Leaving					
3	Employer		Dates	Employed	Work Performed
			From	To	
	Address				
	Telephone Number(s)		Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for Leaving					
4	Employer		Dates	Employed	Work Performed
			From	To	
	Address				
	Telephone Number(s)		Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for Leaving					
5	Employer		Dates	Employed	Work Performed
			From	To	
	Address				
	Telephone Number(s)		Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for Leaving					

References

1. Name: _____	Phone No.: _____
Relationship: _____	Address: _____
2. Name: _____	Phone No.: _____
Relationship: _____	Address: _____
3. Name: _____	Phone No.: _____
Relationship: _____	Address: _____
4. Name: _____	Phone No.: _____
Relationship: _____	Address: _____

Applicant's Statement

JOB DESCRIPTION: The *Job Description* is to communicate the responsibilities and duties associated with the position for which I am applying. The *Job Description* does not constitute an employment contract between Kier Property management and any employee. I affirm that I have received and have read a copy, had opportunity to ask questions, understand, and am able to perform the responsibilities and duties of the job for which I am applying.

Applicant's Signature: _____

Do not answer this question unless you have been informed about the requirements of the job for which you are applying. Are you capable of performing, with or without a reasonable accommodation, the essential functions of the job or occupation for which you have applied? YES NO

I hereby affirm that the information given herein is true and complete to the best of my knowledge.
I authorize investigation of all statements contained in this application and/or attached resume for employment as may be necessary in arriving at an employment decision.
This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.
I hereby understand and acknowledge that, unless other wise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.
In the event of employment, I understand that false or misleading information given in my application/resume or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.
I hereby agree to submit to any lawful drug and alcohol testing required as a condition of employment or continued employment and understand that refusal to submit to such testing during the course of my employment will result in termination.
I hereby authorize any and all listed references, former schools, employers, and their agents and employees to answer all questions or release any information regarding my employment or educational experiences with them. I hereby release them from any liability and hold them harmless.
(In order to permit a check of your work and education records, should we be made aware of any change of name or any assumed name you have previously used: YES NO If yes, list names: _____.)
I further authorize the Company to release to any person, firm, entity or organization with whom I may seek employment, any truthful information concerning my work experience with the Company. I hereby release and hold the Company harmless from any claim for releasing any truthful information within its knowledge and/or records.

Signature of Applicant

Date



**FAIR CREDIT REPORTING ACT
CONSUMER REPORT DISCLOSURE
AND APPLICANT RELEASE FORM**

I understand that by submitting my application for employment with Kier and by signing this form, I am giving Kier permission to conduct a thorough background check on me.

I understand that the background check performed by Kier, or its agents, includes checking my criminal history, if any, my credit history, credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living, and my driving record. I further understand that the background check will include reviewing my employment history.

I understand, per The Fair Credit Reporting Act, that I have the right to request additional disclosures of the nature and the scope of the investigation. See Summary of Consumer Rights attached to consent form.

I certify that all information I have provided to Kier Construction Corporation, including any information provided on my application or through interviews is true and correct.

I release Kier from any and all liability relating to the collection, use and dissemination of any information obtained for the purpose of this background check.

Applicant's Signature

Applicant's Name (typed or printed)

Date