

*Employee*

**T & G Construction Inc.**

**800 S.E. First Street**

**Lawton, Oklahoma 73501**

**Bring License & Social Security Card / Birth certificate**

**APPLICATION FOR EMPLOYMENT**

We offer equal employment opportunities to all persons without regard to race, color, religion, age, marital or Veteran's status, sex, national origin, disability, or any other legally protected status.

Job applications will only be considered active for 90 days after which the applicant must reapply for further consideration.

APPLICANTS MAY REQUEST ANY NEEDED ACCOMMODATION TO PARTICIPATE IN THE APPLICATION PROCESS. FOR EXAMPLE, AN APPLICANT MAY REQUIRE ASSISTANCE IN FILLING OUT THE APPLICATION FORM, OR PARTICIPATING IN A JOB INTERVIEW.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Position you are Applying for: \_\_\_\_\_

Name: (Print) \_\_\_\_\_ Home or message phone: (\_\_\_\_) \_\_\_\_\_

Address (es) \_\_\_\_\_ How long? \_\_\_\_\_  
(Street) (City) (State and Zip)

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of Birth \_\_\_\_\_ Ethnicity \_\_\_\_\_

Do you have the legal right to work in the United States? \_\_\_\_ Yes \_\_\_\_ No

Have you ever worked for us before? \_\_\_\_ Yes \_\_\_\_ No; If Yes When? \_\_\_\_\_

Rate of pay expected? \$ \_\_\_\_\_ (hourly) \$ \_\_\_\_\_ (salary)

Email Address: \_\_\_\_\_

If employed, why do you desire to make a change? \_\_\_\_\_

Who did you hear of our company? \_\_\_\_\_

Have you ever been convicted of, pled guilty or "no contest" to a felony \_\_\_\_ Yes \_\_\_\_ No

If yes, state offense, date, court, and place where convicted \_\_\_\_\_

NOTE: Conviction of a felony does not automatically disqualify an applicant for employment.

Are you able to perform most tasks without accommodations? \_\_\_\_\_

If accommodations are needed, how would you perform most tasks, and with what accommodations? \_\_\_\_\_

**EDUCATION**

Circle highest grade completed:      1 2 3 4 5 6 7 8      High School: 1 2 3 4      College: 1 2 3 4  
Last School Attended: \_\_\_\_\_

Please provide any additional information such as special skills, training, management experience, equipment operation, or qualifications you feel will be helpful to us in considering your Application. \_\_\_\_\_  
\_\_\_\_\_

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**PREVIOUS EMPLOYERS**

Start with most current employer. All employers for the last 3 years will be contacted. (Attach additional sheet if necessary)

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**Employer:** \_\_\_\_\_ Address: \_\_\_\_\_  
Phone # (    ) \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_  
Position Held: \_\_\_\_\_ from: \_\_\_\_\_ to: \_\_\_\_\_ Wages \_\_\_\_\_  
Description of Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_ May we contact employer? Yes - No

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**REFERENCES**

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

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**APPLICANT'S ADDRESSES FOR PRECEDING 3-YEARS PRIOR TO APPLICATION**

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Street Address	City	State	Zip
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Street Address	City	State	Zip
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Street Address	City	State	Zip
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**PLEASE READ THE FOLLOWING CERTIFICATION CAREFULLY BEFORE SIGNING JOB APPLICANT'S CERTIFICATION**

I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient reason for denial of employment or discharge. I authorize the use of any information in this application to verify my statements, and accept as indicated above, I authorize past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous education or employment record. I release all such persons from any liability damages on account of having furnished such information. I consent to such investigations as this employer may make regarding driving records, law enforcement records, credit reports and my general background. I further understand that all applicable portions of this application must be completed or I will be ineligible for consideration for the position for which I am applying. I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment between this employer and myself for either employment or for the providing of any benefits. No promises regarding employment have been made to me, and I understand that no promise or guarantee of employment for any specific length of time or under any specified circumstances shall be binding upon unless made in writing by or with the express written consent and authorization of the President or owner. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and for any reason and that this employer retains the same right.

I understand that, if I am initially offered a position of employment, I may be required to submit to a drug and/ or alcohol tests which are a condition of employment and that refusal to submit to such tests when asked by this employer shall be considered sufficient reason for denial for employment or discharge.

I understand that if employed, the policies and rules, which are issued by this employer, are not conditions of employment and that this employer may revise policies or procedures, in whole or in part, unilaterally at any time.

Drivers wishing to request correction of erroneous information in records received from previous employers must send the request for the correction to the previous employer that provided the records. Drivers wishing to rebut information in records received must send the rebuttal to the previous employer with instructions to include the rebuttal in that driver's safety performance history.

**IMPORTANT: IF YOU DO NOT UNDERSTAND OR IF YOU DISAGREE WITH ANY PORTION OF THE ABOVE CERTIFICATION, DO NOT SIGN BEFORE DISCUSSING WITH THIS EMPLOYER.**

This certifies that this application was completed by me, and that all entries on it are true and complete to the best of my knowledge.

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***Signature of Applicant***

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***Date***

**T & G CONSTRUCTION INC. /SOUTHWEST READY-MIX**  
**CONSUMER AUTHORIZATION AND RELEASE**

In connection with T & G Construction/Southwest Ready-Mix considering me for employment, continued employment, promotion or reassignment, I authorize T & G Construction/Southwest Ready-Mix and/or its agent, Trac One, to obtain a consumer report which may include information on my character, general reputation, personal characteristics, and mode of living from public record sources or through personal interviews with previous employers or associates. Public record check may include but not limited to a criminal or felony background check, Workers Compensation Court check and a Motor Vehicle Report.

I authorize, without reservation, any person or entity contacted by T & G Construction/Southwest Ready-Mix or its agent, Trac One, to furnish the above-stated information and I release any such person or entity from any and all liability for furnishing such information. I further release T & G Construction/Southwest Ready-Mix, its affiliated companies, their officers, employees and agents, and specifically, Trac One, their affiliated companies, their officers, employees and agents from any liability and responsibility arising from the preparation of said report. I understand that false or misleading statements made on this authorization, or made during the employment process, will disqualify me from consideration for employment or result in my immediate discharge if employed.

**By me execution hereof I acknowledge I have been provided with a Consumer Disclosure advising me that a report will be requested and used for the purpose of evaluating me for employment, continued employment, promotion or reassignment as an employee.**

**CONSUMER DISCLOSURE**

**In connection with T & G Construction/Southwest Ready-Mix, considering you for employment, continued employment, promotion or reassignment, they may obtain a consumer report on you which may include information on character, general reputation, personal characteristics, and mode of living from public record sources or personal interviews with previous employers or associates. You have the right, upon written request, to receive a written description of the nature and scope of the investigation requested and a written summary of your rights under the Fair Credit Reporting Act.**

**I HEREBY ACKNOWLEDGE RECEIPT:** \_\_\_\_\_  
**Please Print**

NAME: _____				
First	Middle	Last	Maiden	
DOB* _____	SSN# _____ - _____ - _____	DR.LIC# _____	ST _____	
EXP. DATE _____	WHERE DID YOU HEAR ABOUT US? _____			
ADDRESS: _____				
CITY: _____	STATE: _____	ZIP: _____	How Long _____	
PREVIOUS ADDRESS: _____				
CITY: _____	STATE: _____	ZIP: _____	How Long: _____	
<b>SIGNATURE:</b> _____			<b>DATE:</b> _____	

\* "Date of Birth" (DOB) will be used solely for the purpose of identification in doing background checks and will not be considered in the "employment" process.

MEDICAL INQUIRY QUESTIONNAIRE AND AUTHORIZATION

<b>I N J U R I E S</b>	Have you ever had an injury in the course of employment?    Yes    No
	If the answer is yes, answer below:
	<b><u>First injury</u></b> Nature of injury_____
	Employer when injured_____
	Year _____ Remarks _____
	<b><u>Second injury</u></b> Nature of injury_____
	Employer when injured_____
	Year _____ Remarks _____
	<b><u>Third injury</u></b> Nature of injury_____
	Employer when injured_____
Year _____ Remarks _____	
Additional comments_____	
_____	

I hereby declare the information on my application for employment and this additional information is complete and accurate to the best of my knowledge and belief. I agree that my employment is based on the facts that I have given. Any intentional misrepresentation on my part will constitute a release to the employer for any liability that they may encounter by having acted on such facts. I have read the above and understand it.

I agree by signing the Consumer Authorization Release Form that my employment or retention may be determined in whole or in part from a report provided by a Third Party Company.

As a vehicle driver, I understand I will be subject to immediate termination if I become uninsurable as a driver due to traffic violations, irrespective of fault.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# T & G CONSTRUCTION, INC. /SOUTHWEST READY-MIX

## CONDITIONAL OFFER OF EMPLOYMENT

It is the policy of this Company to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, national origin, age or disability. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training.

In accordance with T&G Construction, Inc. /Southwest Ready-Mix and the Federal Drug Free Workplace Act of 1988, all applicants who receive a conditional offer of employment are required to take a pre-employment test for controlled substances. A social security card, current Oklahoma Drivers license (or alternate documents per immigration and Naturalization Services Regulations), and documentation of required licenses must be submitted immediately after a conditional offer of employment has been made.

T&G Construction, Inc. /Southwest Ready-Mix conditionally offer the position of

\_\_\_\_\_ To \_\_\_\_\_  
(POSITION TITLE) (APPLICANT NAME)

This conditional offer is subject to the following **SPECIAL CONDITIONS OF EMPLOYMENT:**

1. You must take and pass a drug test
2. If applying for a DOT regulated position, you must meet the qualification requirements set forth in 49CFR section 391.
3. You agree to abide by and follow all Company Policies.

This offer is conditional upon your completing and our verifying the answers on your application for employment and on the additional Medical Inquiry Questionnaire and Authorization Form.

False or intentionally misleading answers to these questions as well as false or misleading answers on your application and/or job interview, or your not having safety or accident record satisfactory to us, unrelated to a disability, are grounds for rescinding this offer or terminating your employment.

**If you are employed for 90 days or less, the costs associated with any consumer reports and pre-employment testing received by T&G Construction, Inc. /Southwest Ready-Mix be withheld from your final paycheck in the amount of \$75.00.**

I understand and accept the conditions of employment stated above and can report to work, when notified, pending the results of my drug testing.

\_\_\_\_\_  
(APPLICANT SIGNATURE)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(WITNESS SIGNATURE)

\_\_\_\_\_  
(DATE)