



Hardman Construction, Inc.
An Equal Opportunity Employer.

Applicant Information

Full Name: Last First M.I. Date:

Address: Street Address Apartment/Unit #
City State ZIP Code

Phone: ( ) E-mail Address:

- Are you under the age of 18? YES NO
Are you legally authorized to work in the U.S.? YES NO
Do you have a valid driver's license? YES NO
Are you currently employed? YES NO
Are you able to work overtime? YES NO
Are you able to work on weekends/holidays? YES NO
Are you able to get to work, in condition for work, on time for each shift? YES NO
Have you ever worked for Hardman before? YES NO
Do you have any relatives employed at Hardman or were you referred by someone? YES NO
If hired, are you willing to comply with a background screening, drug-test, and pre-employment physical? YES NO

\*Please note that a conviction does not automatically preclude you from employment with our company. The company considers criminal history within the context of individual positions, severity of the crime(s), and the time that has elapsed since conviction(s).

Employment Desired

Position(s) applied for:

Do you have any experience, skills, or training that relates to the position(s) applied for?

Date Available:

### Education

High School: \_\_\_\_\_ City/State: \_\_\_\_\_  
Did you graduate? YES  NO  Relevant Courses: \_\_\_\_\_  
Trade School/Other: \_\_\_\_\_ City/State: \_\_\_\_\_  
Did you graduate? YES  NO  Degree/Courses: \_\_\_\_\_

### Previous Employment

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
City/State: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Duties: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ May Hardman contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
City/State: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Duties: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ May Hardman contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
City/State: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Duties: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ May Hardman contact your previous supervisor for a reference? YES  NO

### Personal References (Optional)

Do not include relatives or former employers.

Name & Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

Name & Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_

### Additional Information

State any additional information that you feel may be helpful to Hardman in considering your application:

Name, address, and telephone number of the person to be notified in the event of an accident or emergency:

### Release and Acknowledgment

I certify that all information I have provided on this application is truthful and complete. I understand and agree that the information provided on this application and other Background Information is of material importance to Hardman Construction and that if I have given any false information or have omitted any material facts under any circumstances, I may not be hired, or if hired, I may be discharged immediately upon discovery of such false statements or omissions, regardless of how much time has passed between the date of my hire and the discovery of such misrepresentations.

I understand and agree that if I am made an employment offer it will be contingent on my successfully passing a background check and drug screen. I also understand and agree that successfully passing a pre-employment physical, and other assessments as necessary may be required for the position I am applying for.

I recognize that investigative background inquiries are to be made by Hardman Construction and/or its third-party designee on myself including consumer, criminal, driving, employment and education history, and other reports. These reports and records will be used for the purposes of making personnel decisions or investigating certain incidents and will include information as to my work habits, performance, character, credit worthiness, experience, and reasons for termination of past employment from previous employers. To the extent such inquiries and requests of Background Information constitute "Consumer Reports" under the Fair Credit Reporting Act, 15 U.S.C. §1681 *et seq.*, then such inquiries and requests of information shall be in compliance with the Fair Credit Reporting Act (the "FCRA"), to the extent applicable. Pursuant to the FCRA, I may make a written request to you to make a complete and accurate disclosure of the nature and scope of any investigation which may be governed by the FCRA.

I hereby request that all former employers, educational institutions, references provided on this application, reporting agencies, and any other custodian of Background Information, give all information concerning my previous employment, education, and/or pertinent information they may have, personal or otherwise, to Hardman Construction and I hereby consent to the release of such Background Information and release all such parties from all liability for any damage that may result from the furnishing of same to Hardman or third party designee. I authorize, without reservation, any party or agency contracted by Hardman to furnish the above-mentioned information.

I acknowledge that if I am hired I know that my employment with Hardman Construction is at-will. This means that both Hardman Construction and I are free to terminate employment at any time, with or without reason or notice. No employee of Hardman Construction can alter this at-will employment policy or enter into an employment contract for a specified period of time, or make any agreement contrary to this policy, without written approval from Hardman Construction.

Lastly, Hardman Construction is an equal opportunity employer and will not discriminate against any applicant on the basis of any characteristic that is protected by state or federal law. Michigan law requires a person with a disability or handicap requiring accommodation to perform the essential job duties, notify the employer in writing within 182 days of the date the need is known or should have been known.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### For Company Use Only

Date Hired: \_\_\_\_\_

Job #: \_\_\_\_\_

Application #: \_\_\_\_\_

Employee #: \_\_\_\_\_