



Aztec Construction Co., Inc.
 1215 E. Fox Farm Road
 Cheyenne, WY 82007
 (307) 637-6171

Employment Application

Applicant Information

Aztec Construction Co., Inc. is a DRUG FREE workplace and has a ZERO tolerance policy regarding the use of drugs or alcohol on the job.

Full Name: _____ **Date:** _____
Last First M.I.

Address: _____ Apt/Unit #

City State ZIP Code

Phone: _____ **Email:** _____

Emergency Contact: _____ **Phone:** _____
Relationship: _____

Start Date: _____ **Are you 18yrs of age or older?:** _____ **Salary Desired:** \$ _____

Position: _____

Job Related Skills: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ **Address:** _____

From: _____ **To:** _____ **Did you graduate?** YES NO **Diploma:** _____

College/ Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Authorization and Signature

If you are to be hired by Aztec Construction Co., Inc., (ACCI) you will be required to attest to your identity and employment eligibility, and to present documentation confirming your identity. You cannot be hired if you cannot comply with these requirements.

I authorize ACCI to thoroughly investigate all statements contained in my application or resume and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation. In addition, I release ACCI, and all former employees and references listed above from any and all claims, demands or liabilities.

I understand and agree that nothing contained in this application, or conveyed during any interview is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Company. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon ACCI unless agreed upon in writing.

If I am offered employment I agree to submit to a drug test before starting work. If employed, I also agree to submit to a random drug test at any time deemed appropriate by ACCI and as permitted by law. As all results will remain confidential. I understand that my employment or continued employment is contingent upon satisfactory drug tests, and if I am hired this will remain a condition of employment and that I will abide by ACCI's Drug and Alcohol Policy.

I understand filling out this application does not indicate an open position and obligate ACCI to hire. If hired, I agree to abide by all ACCI's Policies and Procedures set forth. ACCI retains the right to revise policy and procedures, in whole or in part, at any time.

If this application leads to employment, I certify that my answers are true and complete to the best of my knowledge and understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

For office use only:

Start Date: _____ Wage: _____ Approved by: _____