

# R and G Construction Co.



2694 County Road 6  
Highway 59 South  
Marshall, MN 56258  
Phone: (507) 537-1473  
Fax: (507) 537-0513

## Employment Application

Position Desired	<input type="checkbox"/> Driver	<input type="checkbox"/> Equipment Operator	<input type="checkbox"/> Laborer	<input type="checkbox"/> Mechanic	Date _____/_____/_____
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### Personal Information

Last Name	First Name	Middle	Social Security #
Address			Home Phone Number
City	State	Zip	Cellular Phone Number
Have you ever applied for employment with us before? If yes: Month & Year			Other Contact Number
Are you available for full-time work? If no, please explain:			Pay Expected
Are you legally eligible for employment in the United States?			When will you be available to begin work?

Please indicate the type of work for which you are applying:	* If applying for summer only, please specify beginning and ending dates you would be available for work:
<input type="checkbox"/> Full-time year round	Beginning Date Available _____/_____/_____
<input type="checkbox"/> Full-time seasonal	Ending Date Available _____/_____/_____
<input type="checkbox"/> Part-time summer only *	
<input type="checkbox"/> Part-time seasonal	

### Education

Type of School	Name & Location of School	Course of Study	# Years Completed	Did you Graduate?	Honors Received
High School					
Trade, Business, or Technical					
College or University					
Other (explain)					

**Previous Work Experience** (Please begin with most recent employer, giving accurate full-time and part-time employment record).

<b>1</b>	Company Name	Telephone Number (       )       -
	Address	Employed From From ____/____/____ To ____/____/____
	Supervisor Name	
	Position	Reason for leaving or seeking to leave:
	Description of Primary Responsibilities	

<b>2</b>	Company Name	Telephone Number (       )       -
	Address	Employed From From ____/____/____ To ____/____/____
	Supervisor Name	
	Position	Reason for leaving or seeking to leave:
	Description of Primary Responsibilities	

<b>3</b>	Company Name	Telephone Number (       )       -
	Address	Employed From From ____/____/____ To ____/____/____
	Supervisor Name	
	Position	Reason for leaving or seeking to leave:
	Description of Primary Responsibilities	

<b>4</b>	Company Name	Telephone Number (       )       -
	Address	Employed From From ____/____/____ To ____/____/____
	Supervisor Name	
	Position	Reason for leaving or seeking to leave:
	Description of Primary Responsibilities	

Please indicate any employers who may not be contacted and reason:

Signature: **X**

## Personal References

Name	Address	Phone Number
1) _____		(    )    -    _____
2) _____		(    )    -    _____
3) _____		(    )    -    _____

You must be 18 years of age or older to work in the highway/heavy equipment industry.  
 Are you of age to work in this industry?..... ☐ Yes ☐ No

If applying for a road construction position:

Projects are typically located within 100 miles of the main office, are you willing/able to travel distance when the job requires?..... ☐ Yes ☐ No

Are you willing/able to work Saturdays when the job requires?..... ☐ Yes ☐ No

Are you willing to work overtime if needed?..... ☐ Yes ☐ No

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied?..... ☐ Yes ☐ No

## Drivers Information

Drivers License Number _____	Drivers License Class    A    B    C    D
List any endorsements on your license: _____ _____	When does your license expire?    ____ / ____ / ____
	Is your license a CDL? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Is your license valid and current? <input type="checkbox"/> Yes <input type="checkbox"/> No
Please complete as it appears on your Drivers License:	
Name: _____	
First                                  Middle                                  Last	
Address: _____	
Street                                  City                                  State              Zip	
I authorize R and G Construction, Co. to access my driving record:	<div>X</div> _____ Signature
	Date    ____ / ____ / ____

Equipment you are able to operate	Years of Experience

**Please state briefly why you want to work for R and G Construction, Co.:**

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R and G Construction Co. is an equal opportunity employer, and selects the best matched individual for the job based upon job related qualifications, regardless of race, color, creed, gender, national origin, age, disability, sexual orientation, or other protected groups under state, federal, or local Equal Opportunity laws.

**I understand and agree that:**

1. Business needs may at any time make the following conditions mandatory; overtime, travel.
2. Employment 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.
3. My signature authorizes R and G Construction Co. to make such investigation and inquiries of my personal, employment, driving or financial history and other related matters as may be necessary in arriving at an employment decision. This investigation process will include a limited query to the FMCSA Commercial Driver's Drug & Alcohol clearinghouse when applying for CDL driver positions and position which require a CDL license. This consent will be valid as long as I am employed with R and G Construction Co. Limited queries need to be completed annually per FMCSA. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my employment.
4. In the event of employment, I understand that false or misleading information given in my application(s) or interview(s) may result in my termination. I understand also, that I am required to abide by all rules and regulations of R and G Construction Co., as permitted by law.
5. R and G Construction Co. maintains policy that applicants for employment may be required to submit to a urinalysis screening test after the decision is made to hire and a conditional offer of employment has been made. If you refuse to take the test or the test confirms a positive result, your conditional offer of employment will be rescinded or you will be terminated.

**I have read and understand the above; I also certify that answers given herein are true and complete to the best of my knowledge.**

Applicant's Signature: **X** \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

# R and G Construction Co.

An Equal Opportunity, Affirmative Action Employer

## Voluntary Applicant Survey Form

An Equal Opportunity, Affirmative Action Employer

Last name	First name	Middle initial(s)
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Date	Position(s) for which you are applying
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**Please read carefully (voluntary disclosure):** As an affirmative action employer, we must monitor our equal employment opportunity and affirmative action program, and report these results to government agencies. If you choose not to provide some or all of this information, you will not be subject to any negative or adverse treatment. The information you provide is **completely voluntary** and will only be used to monitor our compliance with equal opportunity laws and regulations. \* When we receive this form, we will immediately place it in a confidential file separate from your application. If you wish, you may mail this form to us separately.

Race/Ethnicity – Select one or more

- ☐ American Indian or Alaskan Native: A person having origins in any of the original peoples of North, South or Central Americas, and who maintains tribal affiliation or community attachment.
- ☐ Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia or Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- ☐ Black or African American: A person having origins in any of the black racial groups of Africa.
- ☐ Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South, Central American or other Spanish culture or origin, regardless of race.
- ☐ Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- ☐ Do not wish to answer

Disability – Are you a person with a disability?

- ☐ Yes
- ☐ No
- ☐ Do not wish to answer

Sex/Gender – Select one

- ☐ Woman
- ☐ Man
- ☐ Non-Binary/Transgender/Gender Non-Conforming
- ☐ Do not wish to answer

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

R and G Construction Co., 2694 Co. Rd. 6, Marshall, MN 56258