

# Apex Construction Company, Inc.

## Employment Application

Answer all questions completely in your handwriting in ink. We are an Equal Opportunity Employer. No question on this application is intended to be discriminatory under any applicable Federal, State or Local Fair Employment Practices Law.

### I. PERSONAL INFORMATION

Last name	First	Middle	Date
Street Address			Home Phone ( )
City	State	Zip	Business Ph. ( )
Have you ever been involuntarily terminated or requested to resign <input type="checkbox"/> Yes <input type="checkbox"/> No	If hired, can you provide verification of your legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		Social Security Number - -
If you are under the age 18, do you have a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	If required for the position, do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	If hired, would you have reliable transportation to and from work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever worked under a different name? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have friends or relatives working for our company? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If "Yes" Name:	If "Yes" name and relationship:		
Emergency Contact Name:			Phone ( )
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No		If "Yes" list offense, date and disposition of the Case (convictions will not necessarily disqualify you for the position)	

### II. EMPLOYMENT INTERESTS

Position Desired	Date Available	Salary Desired	Would you be willing to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Employment Desired <input type="checkbox"/> Regular <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Part-Time	Days and hours available for work		
How were you referred to our company? <input type="checkbox"/> Ad (where) _____ <input type="checkbox"/> Employee Referral (name) _____ <input type="checkbox"/> Walk-In _____ <input type="checkbox"/> Other (please specify) _____			

### III. EDUCATION INFORMATION

School Level	Name and Location of School	Course of Study	Grade Completed	Did you Graduate?	Degree or Diploma
High School					
College/University					
Post Graduate					
Business/Trade					

### IV. SKILLS-If Applicable for Position for Which You are Applying

Skill Level	Years of related experience	PC Skills (indicate software used)
Describe mechanical background that may be related to the job desired		Do you read blueprints? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any experience, training, qualifications or skills which you think make you especially suited to work at this company? (Explain)		

**V. EMPLOYMENT INFORMATION (start with Current or Most Recent Employer)**

Company Name		Phone ( )		From Mo./Yr.	To Mo./Yr.	
Street Address		City	State	Zip	Starting Pay \$	Ending Pay \$
Job Title		Duties			Reason for leaving	
Supervisor Name					May we contact this employer <input type="checkbox"/> Yes <input type="checkbox"/> No	

Company Name		Phone ( )		From Mo./Yr.	To Mo./Yr.	
Street Address		City	State	Zip	Starting Pay \$	Ending Pay \$
Job Title		Duties			Reason for leaving	
Supervisor Name					May we contact this employer <input type="checkbox"/> Yes <input type="checkbox"/> No	

Company Name		Phone ( )		From Mo./Yr.	To Mo./Yr.	
Street Address		City	State	Zip	Starting Pay \$	Ending Pay \$
Job Title		Duties			Reason for leaving	
Supervisor Name					May we contact this employer <input type="checkbox"/> Yes <input type="checkbox"/> No	

Company Name		Phone ( )		From Mo./Yr.	To Mo./Yr.	
Street Address		City	State	Zip	Starting Pay \$	Ending Pay \$
Job Title		Duties			Reason for leaving	
Supervisor Name					May we contact this employer <input type="checkbox"/> Yes <input type="checkbox"/> No	

**VI. ACKNOWLEDGMENT**

*Please read carefully, initial each paragraph, and sign below*

Initial	I authorize any person, school, current employer (except as expressly noted), past employer(s), and organizations named in this application form (and accompanying resume or other documentation, if any) to provide Apex Construction Company, Inc. with relevant information and opinion, personal or otherwise, that may be useful in making a hiring decision. I release all parties from all liability for any damage that may result from furnishing information and opinion to you.
Initial	In consideration of employment, I agree to obey the rules and standards of Apex Construction Company, Inc. I understand that nothing contained in this application or in the interview process is intended to create a contract between Apex Construction Company, Inc. and myself for either employment or for the providing of any benefits. I agree that my employment is at-will and the terms of employment may be changed with or without cause, with or without notice, including but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties and location of work, at any time, for any reason, at the option of myself or Apex Construction Company. This constitutes my entire agreement with Apex Construction with regard to the length of my employment.
Initial	I understand that as a condition of employment I may be required to take a post-offer/pre-employment physical examination that may include an alcohol and drug test. I further understand that at any time during my employment, I may be required to take a physical examination which may include an alcohol and drug test if management reasonably suspects a condition exists that will prevent me from performing my job in a manner that does not endanger my own health or the safety and health of others. I authorize all providers of health care who examine me to disclose to Apex Construction Company or its agents, all medical information revealed during such examinations. I further authorize Apex Construction to disclose such information to any other persons, if at any time my medical condition is put at issue in any proceeding by myself or others. In the event that I have a disability that will affect my ability to take the test, I will so inform Apex Construction so that a reasonable accommodation can be made. Apex Construction reserves the right to require medical documentation concerning the need for accommodation.
Initial	I understand that all offers of employment are conditioned upon my providing satisfactory documentary proof that my identity and legal right to live and work in the United States
Initial	I hereby acknowledge that I have read the above statements and understand them. I certify that I, the undersigned applicant have personally completed this application. I declare under penalty of perjury that the facts contained in the application (or any resume or other documents submitted) are true and complete to the best of my knowledge. I understand that any misrepresentation or omissions will disqualify me from further consideration for employment, and will be justification for my dismissal from employment, if discovered at a later date.

Applicant Signature	Date:
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# Apex Construction Company Skill Evaluation Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

SKILL	NO EXPERIENCE	SOME EXPERIENCE	EXPERIENCED
<b>3000 * Concrete</b>			
Footings			
Walls			
Flatwork			
Survey Layout			
<b>6000 * Carpentry</b>			
Wood Framing			
Layout			
Millwork			
Casework			
Plastic Laminates			
<b>8000 * Doors/Windows</b>			
Steel Doors & Frames			
Wood Doors & Frames			
Finish Hardware (doors)			
<b>9000 * Finishes</b>			
Metal Stud Framing/Layout			
Sheetrock Installation/Finish			
Plaster Assemblies			
Acoustical Ceilings			
<b>10000 * Specialties</b>			
Tack Boards			
Marker Boards			
Toilet Partitions			
Toilet Accessories			



4218 Yvette Street SW  
PO Box 2297  
Iowa City, IA 52244  
Phone: (319) 339-1543  
Fax: (319) 339-1562

**TO: All Employees**

## **EQUAL EMPLOYMENT OPPURTUNITY POLICY**

### Policy

It is the policy of Apex Construction Company, Inc. to provide equal employment opportunities to all individuals without regard to race, color, religion, sex, national origin, age, veteran, marital status, sexual orientation, creed, gender identity or handicapped status, in accordance with all applicable State and Federal Laws. This policy covers all phases of employment, including but not limited to, recruiting, hiring, placement, upgrading, promotion, demotion or transfer; layoff, recall and termination; rates of pay or other forms of compensation, fringe benefits and selection for training; to the use of all facilities and to participation in all company sponsored employee activities. To ensure that employment and promotional decisions are made in accordance with equal employment opportunity, the company imposes only valid requirements for these opportunities. This policy shall be periodically brought to the attention of the supervisory force and shall be administered with a positive attitude.

It is the responsibility of each supervisor to ensure affirmative implementation of this policy in order to avoid any discrimination in employment. All employees are expected to recognize this policy and cooperate with its implementation. Violation of this policy is a disciplinable offense.

This statement reaffirms Apex Construction Company, Inc's commitment to continue to carry out the policy of equal employment opportunities. We have made substantial progress in equal opportunity in recent years, and will continue to move forward.

Employees are encouraged to contact the EEO Officer with any questions, concerns or complaints they may have regarding equal employment.

Harvey E. Miller  
EEO Officer  
Apex Construction Company, Inc.  
4218 Yvette St. SW  
Iowa City, IA 52240  
319-339-1543