



CONSTRUCTION CO.

APPLICATION FOR EMPLOYMENT

Name of Applicant: _____

Date: _____

Before Gelco will consider your application, the application must be accompanied by a current copy of your driving record from the Department of Motor Vehicles (DMV). For Oregon applicants, the type of DMV report required is a "Certified Court Print". For California applicants, the type of DMV report required is a "Long Form". For Washington applicants, the type of DMV report required is a "5-Year Record".

An Equal Opportunity Employer

Gelco will not discriminate against any employee or applicant for employment because of age, religion, sex, race, color, national origin, or because they are disabled, a disabled veteran, a Vietnam era veteran or other protected status in accordance with applicable law. Answers to application questions will be utilized for applicable, job-related information only.

APPLICATION FOR EMPLOYMENT

Date:			
Last Name:		First Name:	Middle Name:
Work Phone:		Home Phone	
Are you under 18 years of age? Yes No		Will visa or status prevent lawful employment? Yes No	
Present Address:		City	State: Zip Code:
Do you have a valid State Driver's License?		Yes	No
State of issue:		Number:	Class:
Position applying for:		Wages / Salary desired:	
Position applying for:		Wages / Salary desired:	
Position applying for:		Wages / Salary desired:	
Have you ever applied for employment or been employed by Gelco before?			Yes No
If yes, when?		What position?	
Names of any friends or relatives employed at Gelco (answer does not necessarily exempt you from employment):			
In case of emergency notify:		Address	Phone
Type of employment you are seeking:		Full	Part Time Temporary Summer
Date available:			
Is overtime acceptable? Yes No	Is weekend work acceptable? Yes No	Is shift work acceptable? Yes No	Is travel acceptable? Yes No
If hired, do you have a reliable means of transportation?		Yes	No
Can you meet the attendance requirements of the job?		Yes	No
Can you perform the essential functions of the job? If "No", explain. Use a separate sheet if necessary. (This information will be used to determine if accommodations are necessary.) Yes No			
Would you take a pre-placement physical examination if it is required?			Yes No
If employed, will you consent to drug testing as required by Gelco or according to law?			Yes No
Have you ever been convicted of a felony that has not been expunged by court order? (Conviction will not necessarily disqualify you from employment.) California applicants do not answer: If Yes, Explain: Yes No			

References

List at least 3 references (not relatives) we may contact who are qualified to evaluate your capabilities or work ethics experience, actual work history and ability.

Name	Address	Phone	Occupation	Years Known
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Skills

Describe the skills you have related to the position you are applying for. Include skills in the operation of equipment and machinery. If applicable.

Military Service

Country	Branch of Service	Specialty
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Dates of Service	From:	To:
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Education

School or Institution	Name of School City and State	Years Completed	Field of Study	Graduated (Yes or No)	Degree or Diploma
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Elementary

High School

College

Trade or Business

Other

What subjects did you like best?

What subjects did you like the least?

Honors or awards received:

Professional Certificates or license held:

Are you taking any educational courses at present?

Yes

No

If Yes, what and where:

Employment History

List your present or most recent employer first

Employer	Employed From:	To:	Supervisor's name
Address			Job title
Phone	Salary:	Starting: \$	Ending \$
Duties			
What did you like most about this job?			
What did you like least about this job?			
Reason for leaving:			

Employer	Employed From:	To:	Supervisor's name
Address			Job title
Phone	Salary:	Starting: \$	Ending \$
Duties			
What did you like most about this job?			
What did you like least about this job?			
Reason for leaving:			

Employer	Employed From:	To:	Supervisor's name
Address			Job title
Phone	Salary:	Starting: \$	Ending \$
Duties			
What did you like most about this job?			
What did you like least about this job?			
Reason for leaving:			

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

My employment is not guaranteed for any term, and my employment may be terminated by the company or myself, without notice, at any time and for any reason. No management official is authorized to make any oral assurances or promises of continued employment, future positions, benefits, or terms and conditions of employment, except as specifically stated in a current written agreement signed by the President and me.

In the event of employment, I understand that false or misleading information given on my application or in interview(s) may result in immediate discharge, I understand, also, that I am required to abide by all rules and regulation of Gelco as they presently exist or are later modified.

Signature: _____ Date: _____

AUTHORIZATION FOR RELEASE OF PERSONAL DATA

I, THE UNDERSIGNED, HEREBY AUTHORIZE AND REQUEST ANY PRESENT OR FORMER EMPLOYER, EDUCATIONAL INSTITUTION, LAW ENFORCEMENT AGENCY, FINANCIAL INSTITUTION, OR OTHER PERSONS HAVING PERSONAL KNOWLEDGE ABOUT ME TO FURNISH GELCO AND/OR ITS AGENTS, WITH ANY AND ALL INFORMATION IN THEIR POSSESSION REGARDING MY EMPLOYMENT, EDUCATION, CHARACTER AND QUALIFICATIONS IN CONNECTION WITH AN APPLICATION FOR OR RETENTION OF EMPLOYMENT. FURTHER, I HEREBY RELEASE FROM LIABILITY AND HOLD HARMLESS ALL PERSONS AND CORPORATIONS SUPPLYING THIS INFORMATION TO GELCO AND/OR ITS AGENTS, A PHOTOCOPY OF THIS AUTHORIZATION IS AS EFFECTIVE AS THE ORIGINAL,

Signature: _____

Date: _____



CONSTRUCTION CO,

1745 Salem Industrial Drive NE
Salem, Oregon 97303
(503) 364-2638

Voluntary Affirmative Action Questionnaire

Name _____ Phone _____
Address _____ City _____ State _____ Zip Code _____

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital status, medical condition or disability.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities, solely to help us comply with government record keeping, reporting and other requirements, please fill out this questionnaire. We appreciate your cooperation.

This information will be kept in a confidential file from the application for employment and will be used for periodic government reporting purposes.

Position Applying for:	Administrative/Clerical	Professional
	Craft	Sales
	Equipment Operator	Supervisory/Management
	Labor	Technical

Referred By:	Walk-In
	Recruitment
	Advertisement
	Other _____

Personal:	Male	White
	Female	Black
		Hispanic
		Asian/Pacific Islander
		American Indian/Alaskan Native
		Other _____

SPECIAL EMPLOYMENT NOTICE TO DISABLED VETERANS, VIETNAM ERA VETERANS AND INDIVIDUALS WITH PHYSICAL OR MENTAL DISABILITIES.

Government contractors are subject to section 402 of the Vietnam Era Veterans Readjustment Act of 1974 which requires that they take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era, and Section 503 of the Rehabilitation Act of 1973, as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified handicapped individuals.

If you are a disabled veteran or have a physical or mental disability, you are invited to volunteer this information. The purpose is to provide information regarding proper placement and appropriate accommodation to enable you to perform the job in a proper and safe manner. This information will be treated as confidential. Failure to provide this information will not jeopardize or adversely affect any consideration you may receive for employment.

If you wish to be identified, please sign below:

DISABLED INDIVIDUAL

DISABLED VETERAN

VIETNAM ERA VETERAN

Applicant's Signature _____ Date _____

AN EQUAL OPPORTUNITY EMPLOYER MALES/FEMALES/MINORITIES/VETS/DISABLED