



Application for At-Will Employment

Garling Construction, Inc. will consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, veteran status, disability, or any other legally protected status.

Applicant's Name: _____ Date: _____

Address: _____

Telephone Number: _____ Email address: _____

Are you 18 years of age or older? Yes No

Are you either a U.S. citizen or an alien authorized to work in the U.S.? Yes No

Position Desired

Position: _____ Date available: _____

Wage rate desired: \$ _____ Hourly Salary

Do you prefer: Full-time Part-time If part-time, hours per week desired: _____

Hours you are available to work: _____

Days of week you are available to work: _____

Can you travel if a job requires it? Yes No Overnight

Are you able to work: Weekends
 Holidays
 Overtime
 Out of Town

Do you have a valid driver's license? Yes No

Are you willing to submit to a pre-employment drug screen?

Yes No

(Garling Construction, Inc. has a Substance Abuse Policy with random drug testing in place.)

Have you previously worked for Garling Construction, Inc? Yes No

Dates of employment with Garling Construction, Inc.: from _____ to _____

Reason(s) for leaving: _____



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 CONSTRUCTION, INC.
 1120 - 11TH STREET
 BELLE PLAINE, IOWA 52208

Have you been convicted of a crime other than a minor traffic citation within the last 7 years?

Yes No If yes, please explain: _____

Education

High School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Technical School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
College/University:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Post-Graduate Education:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Other education, training or special skills:		

Skills

Are you experienced in using personal computers? Yes No PC Mac

Are you able to use Microsoft Word or Excel? Yes No What other programs are you capable of using?

Describe any specialized training, apprenticeship, skills and extra-curricular activities.



Indicate any foreign languages you speak, read, and/or write:

List Professional, Trade, Business or Civic offices held: (you may exclude memberships that would reveal gender, race, color, religion, national origin, age, ancestry, disability, or other protected status)

Please list any additional information or qualifications that have not already been covered:

Work Experience

Please list all previous employment, beginning with the most recent. If you need more room, you may attach another sheet of paper.			
Employer:		Address:	
From:	To:	Position Held:	Reason for Leaving:
Supervisor's Name & Title:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:			
Starting Compensation:		Final Compensation:	



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Supervisor's Name & Title:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:			
Starting Compensation:		Final Compensation:	
Employer:		Address:	
From:	To:	Position Held:	Reason for Leaving:
Supervisor's Name & Title:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:			
Starting Compensation:		Final Compensation:	

References

Identify three **Professional References** - excluding relatives.

Name: _____ Phone Number: _____ Email: _____

Address: _____ City, State, Zip: _____

Position or Title: _____ Years Known: _____

Name: _____ Phone Number: _____ Email: _____

Address: _____ City, State, Zip: _____

Position or Title: _____ Years Known: _____



Name: _____ Phone Number: _____ Email: _____

Address: _____ City, State, Zip: _____

Position or Title: _____ Years Known: _____

Authorization and Acknowledgements

I affirm that the information I have provided in this application is true to the best of my knowledge, information and belief, and I have not knowingly withheld any information requested. I understand that withholding or misstating any information requested in this application is grounds for rejection of my application, and that providing false or misleading information in this application is grounds for discharge.

I authorize Garling Construction, Inc. to verify my references, record of employment, education record, and any other information I have provided. Unless otherwise noted, I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release Garling Construction, Inc., my former employers and all other persons and entities, from any and all claims, demands or liabilities arising out of or in any way related to such inquiry or disclosure.

I hereby understand and acknowledge that, if hired, my employment relationship with Garling Construction, Inc. would be of an "At-Will" nature, which means that the employee may resign at any time and Garling Construction, Inc. may discharge employee at any time and for any or no reason. It is further understood that this "At-Will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of Garling Construction, Inc.

Applicant's Signature

Date