

**GRAE-CON CONSTRUCTION INC.**

P.O. Box 1778 • 880 Kingsdale Road  
Steubenville, Ohio 43952  
Phone 740/282-6830  
Fax 740/282-6849

**APPLICATION  
FOR  
EMPLOYMENT****Personal Information**

Name (Last Name First)		Social Security Number	
Present Address	City	State	Zip
Permanent Address	City	State	Zip
Are You 18 Or Older? <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone (include area code)		

**Desired Employment**

Position	Date You Can Start	Salary Desired	
Are You Employed Now? <input type="checkbox"/> Yes <input type="checkbox"/> No	If So, May We Inquire of Your Present Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have You Ever Applied To This Company Before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Where?	When?	
Have You Ever Worked For This Company Before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Where?	When?	
Reason For Leaving			
Name Of Last Supervisor At This Company			
Who Referred You To This Company?			
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Newspaper Advertising	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In
<input type="checkbox"/> State Employment Office	<input type="checkbox"/> College Placement Service	<input type="checkbox"/> Other	

**Education**

School Level	Name & Location Of School	No. Of Years Attended	Did You Graduate?	Subjects Studied
High School Grad.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade, Business Or Correspondence School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	

**General**

Subjects Of Special Study Or Research Work
Special Training
Special Skills

## Former Employers

List Below Last Two Employers, Starting With The Most Recent One First

Name Of Present Or Last Employer			
Address		City	State      Zip
Starting Date	Leaving Date		Job Title
Weekly Starting Salary	Weekly Final Salary		May We Contact Your Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name Of Supervisor	Title		Phone
Description Of Work			
Reason For Leaving			

Name Of Present Or Last Employer			
Address		City	State      Zip
Starting Date	Leaving Date		Job Title
Weekly Starting Salary	Weekly Final Salary		May We Contact Your Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name Of Supervisor	Title		Phone
Description Of Work			
Reason For Leaving			

Name Of Present Or Last Employer			
Address		City	State      Zip
Starting Date	Leaving Date		Job Title
Weekly Starting Salary	Weekly Final Salary		May We Contact Your Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name Of Supervisor	Title		Phone
Description Of Work			
Reason For Leaving			

Have You Ever Served An Apprenticeship? <input type="checkbox"/> Yes <input type="checkbox"/> No	Did You Belong To A Union? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Which Local?
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## References

Below, Give The Names Of Three People That You Are Not Related To, Whom You Have Known At Least One Year.

Name	Address	Business	Years Acquainted

## Service Record

Branch Of Service	Discharge Date/Rank

Have You Ever Been Convicted Of A Felony Within The Last (5) Years? <input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, Explain. (Will Not Necessarily Exclude You From Consideration)

## Authorization

"I certify that the facts contained In this application are true and complete to the best of my knowledge, and understand that, If employed, falsified statements on this application shall be grounds for dismissal.

I authorize an investigation of all statements contained herein, the references and employers listed above, to give you any and all Information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release Grae-Con Construction, Inc. from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of Grae-Con Construction, Inc. has any authority to enter Into any agreement for employment for any specified period of time, or to make any agreement, contrary to the foregoing, unless it is In writing and signed by an authorized Grae-Con officer."

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Signature

\_\_\_\_\_

Date