

The Shea family of companies Equal Opportunity Employers

Application for Employment

Personal

Date

Name

Last

First

Middle

Present Address

Street Number

City

State

Zip

Phone Number ()

Are you over 18 years of age?

Email Address _____	
If not 18, can you submit a work permit after employment?	YES NO
Can you submit verification of your legal right to work in the United States after employment?	YES NO
Do you have adequate transportation to and from work?	YES NO
The Shea family of companies promote and adhere to an anti-smoking policy that is strictly enforced. Are you a tobacco smoker (e.g., cigarettes, cigars, pipes, etc.?)	YES NO
Note: Answering 'yes' to the next two questions does not constitute an automatic bar to employment. Factors such as your age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. Do not include minor traffic citations other than Driving Under the Influence (DUI), convictions for which the record has been sealed or expunged, any conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed, referrals to and participation in any pre-trial or post-trial diversion programs in answering these questions.	
Have you ever pled guilty or "no contest" to, or been convicted of a misdemeanor or a felony?	YES NO
If yes, please give the date(s) and details:	
Have you ever been arrested for any matters for which you are out on bail or on your own recognizance pending trial?	YES NO
If yes, please give the date(s) and details:	

Employment Desired

Position applying for

Date you can start

Salary desired

Are you employed now?	YES	NO
If yes, may we contact your current employer for verification?	YES	NO
Have you ever worked for any member of the Shea family of companies?	YES	NO

If so, when?

Which Company?

Who was your supervisor?

Why did you leave?

How did you hear about us?

Advertisement

Agency

Employee (name)

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Education/Skills

School	Name & Address	Major	Last Year Completed	Did You Graduate?	Diploma / Degree	GPA
High School			1 2 3 4	YES NO		
College			1 2 3 4	YES NO		
Other (Specify)			1 2 3 4	YES NO		

Are there any other experiences, skills or qualifications that you would like to be considered?

Applicable license(s) and license #(s)? _____

What foreign languages do you *fluently* speak?

read? _____ write? _____

Physical/Mental Condition

To the best of your knowledge, can you perform the essential functions of the job for which you have applied with or without accommodations?	YES	NO
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Employment History

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Be sure to account for all periods of time, including military service and any period of unemployment. If self-employed, give firm name and supply business references. Use additional pages if necessary. Please fill this section out completely and **do not say, "See resume."**

	Employer	Job Description
Date (Mo/Yr)	Company Name:	Title:
From:	Address:	Duties:
To:	City:	
Base Salary	State:	
Start:	Zip:	Supervisor's name:
Last:	Phone () -	
Incentive/Allowances/ Auto:		Exact reason for leaving:
Date (Mo/Yr)	Company Name:	Title:
From:	Address:	Duties:
To:	City:	
Base Salary	State:	

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Start:	Zip:	Supervisor's name:
Last:	Phone () -	
Incentive/Allowances/ Auto:		Exact reason for leaving:

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	Employer	Job Description	
Date (Mo/Yr)	Company Name:	Title:	
From:	Address:	Duties:	
To:	City:		
Base Salary	State:		
Start:	Zip:	Supervisor's name:	
Last:	Phone () -		
Incentive/Allowances/ Auto:		Exact reason for leaving:	
Date (Mo/Yr)	Company Name:	Title:	
From:	Address:	Duties:	
To:	City:		
Base Salary	State:		
Start:	Zip:	Supervisor's name:	
Last:	Phone () -		
Incentive/Allowances/ Auto:		Exact reason for leaving:	
Have you ever been terminated or asked to resign from any job?			YES NO
If yes, please explain the circumstances:			
Please fully explain any gaps in your employment history:			

Professional References

Give four (4) names of others who have observed and know your work.

	Name	Address	Phone	Position
1			() -	
2			() -	
3			() -	
4			() -	

Have you ever used another name?	YES NO
Is there any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work and educational record?	

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I certify that all of the information that I have provided on this application is true and accurate.

Date

Applicant Signature

Applicant Acknowledgement of Terms and Conditions of this Application

IT IS IMPORTANT THAT YOU READ THIS SECTION CAREFULLY AND THAT YOU FULLY UNDERSTAND IT BEFORE YOU SIGN IT. THIS SECTION AFFECTS YOUR LEGAL RIGHTS. IF YOU HAVE ANY QUESTIONS, PLEASE ASK A REPRESENTATIVE OF THE SHEA FAMILY OF COMPANIES (HEREIN REFERRED TO AS "THE COMPANY") BEFORE YOU SIGN THIS APPLICATION.

By signing page 3 of this application, you promise that all information you have supplied in this application and any other form, oral or written, is complete, true and accurate. Any misstated, misleading, incomplete, or false information is grounds for rejection of this application form, refusal to hire, withdrawal of an offer of employment, or immediate discharge without recourse, whenever and however discovered. Your promise is made with the understanding that your statements will be relied upon in the hiring process. If you disagree with the statements, policies and procedures below, you should not fill out an employment application form and should not seek employment with the Shea family of companies.

In the event of my employment to a position with the Shea family of companies, I will comply with all rules and regulations of the Company. I also understand that any offer of employment may be conditional upon the passing of a physical examination. I consent to the disclosure of the results of any physical examination and related tests to the Company. I also understand that I may be required to take other tests prior to and during my employment. I understand that, should I decline to sign this consent or take any of the above tests, my application for employment may be rejected, offer of employment withdrawn, or my employment may be terminated. I understand that bonding may be a condition of hire. If it is, I will be so advised either before or after hiring and a bond application will have to be completed.

I further understand that the Company may obtain, or cause to be obtained, Public Records, including court records, Department of Motor Vehicles, credit reports and educational records about me as part of a background investigation and that in certain circumstances I may waive my right to receive a copy of such public records. To the extent that a background investigation is to be conducted by a third party, I understand that the applicable documentation and certification required by the FCRA and the State will be provided to me.

I further understand that the Company may contact my previous employers. I authorize those employers to disclose to the Company all records and information pertinent to my employment with them. In addition to authorizing the release of any information regarding my employment, I hereby waive any rights or claims I have or may have against my former employers, their agents, employees, and representatives, as well as other individuals who release information to the Company, and release them from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me. I authorize the persons named herein as references to provide the Company with any pertinent information they may have regarding myself.

If hired, your employment and compensation will be terminable at will, will be for no definite period, and your employment and compensation may be terminated by either the Company (employer) or by you at any time and for any reason whatsoever, with or without good cause.

If hired, you will be required to abide by items 1 through 4 outlined below.

- 1. Sexual Harassment** Sexual harassment may include, but is not limited to, any unwelcome sexual advances, request for sexual favors, other verbal or physical conduct of a sexual nature, or any conduct that creates a hostile work environment. Sexual harassment will not be tolerated and will be grounds for immediate termination.
- 2. Policies and Rules** The Company utilizes basic common sense rules, standards, guidelines, and practices in its day-to-day work requirements and employment. Both written and unwritten standards of employment and job performance are in effect. The rules, standards, guidelines, and practices (oftentimes referred to as "policies"), other than the Company policy to submit employment disputes to alternative dispute resolution (ADR), may be amended or rescinded from time to time at the discretion of the Company. Other than the ADR policy, these "policies" are not intended to and do not constitute any contractual relationship.

3. **Property Inspection** Company property and premises include lockers, closets, desks, all electronic devices, including computers, PDAs and telephones, or other receptacles for storing personal property. The Company reserves the right to inspect or search its property in the event grounds exist for such inspection or search. The grounds may include questions, suspicions or investigation of theft or missing property (company or otherwise), possession of alcoholic beverages or illicit drugs, and/or possession of dangerous weapons.
4. **Drug/Alcohol Testing** In order to assure a drug-free work environment, the Company prohibits the use, sale, transfer, being under the influence and/or reporting to work after using or ingesting illicit drugs (including alcohol). One way to maintain a drug-free workplace is to test applicants and employees. Therefore successful passage of a drug test will be a condition for employment and/or continued employment.

IF YOU HAVE ANY QUESTIONS REGARDING THIS **APPLICANT ACKNOWLEDGEMENT OF TERMS AND CONDITIONS OF THIS APPLICATION**, PLEASE ASK A COMPANY REPRESENTATIVE BEFORE SIGNING. DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE TERMS AND CONDITIONS.

I hereby acknowledge that I have read the above terms and conditions and understand the same.

Applicant's Printed Name

Date

Applicant's Signature