



Application for Employment

Mosley & Son Construction, Inc.
1400 SE Monterey Road Stuart, FL 34994
Phone (772) 287-6962

Office use only

COC#	
Date sent	
Result	
Rate/Hour	

Date: ___/___/___

Position Applied for: _____

Name: _____
(First) (Last) (Middle Initial)

Address: _____
(Street) (City) (State) (Zip Code)

Phone: (____)____-____ Social Security: ____-____-____

Only citizens or aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment, submit documentation verifying your identity and your **legal** right to work in the U.S.? ___Yes ___No

Have you been convicted of any crime within the past 5 years? ___Yes ___NO
If **yes**, give dates and explain. (Attach separate paper if necessary.)

Note: A conviction will not necessarily disqualify you from employment.

Are you over 18 years of age? ___Yes ___NO

Educational information you would like to give: _____

Other skills: List any other job-related skill, qualifications, or licenses that support your application. _____

Honors Received: _____

In order to permit a check of your work and educational work records, should we be made aware of any changes of name or assumed name that you've previously used? ___Yes ___No If **yes**, identify names and relevant dates. _____

Employment Experience

List each job held. Start with your present or last job. Include military experience. If known by any other name, please indicate.

Employer:	Employer:
Address:	Address:
Job Title:	Job Title:
Supervisor:	Supervisor:
Job Desc.:	Job Desc.:
Start Date:	Start Date:
Term. Date:	Term Date:

Reason for leaving:

May we contact employer? _____

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Employer:	Employer:
Address:	Address:
Job Title:	Job Title:
Supervisor:	Supervisor:
Job Desc.:	Job Desc.:
Start Date:	Start Date:
Term. Date:	Term Date:

Reason for leaving:

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List any memberships in Organizations/Professional groups which, in your opinion, have a direct bearing on the position you are seeking.

Are you a veteran of the U.S. Military Service? ___Yes ___No

If **yes**, what branch of Service? _____

If **yes**, beginning and ending dates of active duty: From _____ to _____

Date of Discharge from Military Service: _____

Have you ever been dismissed or forced to resign from any employment? ___Yes ___No
If **yes**, please explain. _____

Are you now employed? ___Yes ___No
Are you on layoff and subject to recall? ___Yes ___No
May we contact your present Employer? ___Yes ___No
My we contact your previous Employers? ___Yes ___No

Please identify any exceptions and reasons for not contacting prior employers:

Can you travel if job requires it? ___Yes ___No
Will you work overtime if asked? ___Yes ___No

Are there any hours, shifts, or days you will not work? ___Yes ___No If **yes**, explain:

What foreign languages do you speak, read or write? _____

Do you have any friends or relatives who work here? ___Yes ___No

Name: _____ Relationship: _____
Name: _____ Relationship: _____

.....
Character References

List 3 persons **not** related to you, whom you have known at least one year.

Name	Address & Phone #	Occupation

List any other information or remarks that you wish to have considered as a part of your application for employment. _____ How did you hear of Mosley & Son Construction, Inc.? _____

Have you filed an application here before? ___Yes ___No

If **yes**, give the date: _____

Have you ever been employed here before? ___Yes ___No

If **yes**, give the date: _____

Notice to Applicants

Mosley & Son Construction, Inc. complies with the Americans With Disabilities Act of 1990. During the interview process, you may be asked questions concerning your ability to perform job-related functions. If you are given a conditional offer of employment, you may be required to complete a post-job offer medical history questionnaire and/or undergo a medical examination. If required, all entering employees in the same job category will be subject to the same medical questionnaire and/or examination and all information will be kept confidential and in separate files.

Mosley & Son Construction, Inc. is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, sex, religion, national origin, handicap, or marital status. We assure you that your opportunity for employment with this Employer depends solely upon your qualifications.

Please Read and Sign Statements Below

I understand that, in accordance with Florida Statute 443.131 (3)(a)(2), if hired, I will be placed on a 90-day probationary period. I further understand that if I am terminated for unsatisfactory work performance within the 90-day probationary period, Mosley & Son Construction, Inc. may seek to contest any unemployment benefit I might attempt to obtain as a result of my termination. ____ (initials)

I understand and agree that all policies and procedures may be modified, amended or deleted by Mosley & Son Construction, Inc. with or without notice to me of such amendment, modification or deletion; that the policies and procedures are not intended to be a contract of employment nor do they give me a right of continued employment; and that my employment may be terminated at my option or at the option of Florida Employers Insurance Service Corporation with or without notice by either party. I also understand that there are no other arrangements, agreements or understandings regarding the terms of employment. There may be no amendments or exceptions to this statement unless they are in writing and signed by the president. ____ (initials)

I understand that I may be required to undergo blood and/or urinalysis screening for drug or alcohol use as part of our pre-employment process. In addition, all employees are subject to blood and/or urinalysis screening for drug or alcohol use. ____ (initials)

I certify that all information given on this employment application; any resume that I submit to the company; and any related papers and answers given during oral interviews are true and correct. I understand that Mosley & Son Construction, Inc. may make a thorough investigation of my work and personal history. I authorize the giving and receiving of any such information requested by Mosley & Son Construction, Inc. during the course of an investigation or any derogatory information discovered as a result of this investigation may subject me to immediate dismissal. I hereby release from liability all persons who provide information to my employer during the course of any such investigation. ____ (initials)

Date: _____

Signature: _____

(Please print name)

Notice to Applicants

Mosley & Son Construction, Inc. has established and maintains a Drug-Free Workplace Program. This Drug-Free Workplace Program is in conformity with Chapter 440.102, Fl. Stat., its implementing regulations, and federal law.

As part of this program, offers of employment are expressly conditioned upon passing a drug test. In addition, employees of Mosley & Son Construction, Inc. may be subject to drug testing under those conditions outlined in the Company's Drug and Alcohol Policy Statement.

For persons receiving a conditional offer of employment, failure of a drug test or refusal to submit to drug testing when required by the company shall terminate any job offer. For employees, failing a drug test or refusing to submit to a drug test will result in action against an employee up to and including termination of employment.

Persons receiving a conditional offer of employment will have an opportunity to confidentially report to the Medical Review Officer (MRO) the use of prescription or non-prescription medications both before and after being tested. Additionally, job applicants shall receive a list of common medications which may alter or affect a drug test. Job applicants will also be given the names, addresses, and telephone numbers of local alcohol and drug rehabilitation programs.

Any person receiving a conditional offer of employment who fails a drug test may challenge or explain the result within five (5) working days after written notification of the test result. A job applicant will also have an opportunity to request a retest at the job applicant's expense. If a job applicant's explanation or challenge is unsatisfactory, the job applicant may contest the drug test results pursuant to rules adopted by the Dept. of Labor and Employment Security or the Agency for Health Care Administration.

The job applicant also has the responsibility to notify the laboratory or clinic conducting the drug test of any administrative or civil action brought involving the drug test conducted by that laboratory or clinic.

The job applicant also has a right to consult the testing laboratory or clinic for technical information regarding prescription and non-prescription medication. In addition, each job applicant will be given a list of the substances to be tested prior to administration of the drug tests. All test results will remain confidential except as allowed by law. Mosley & Son Construction, Inc. will provide all job applicants with a copy of the Company's Drug Alcohol Abuse policy Statement prior to administration of a drug test.

Nothing in this notice will affect these rights provided in any collective bargaining agreement between the Company and its employees. Refusal to complete or sign this document will result in a withdrawal of any offer of employment.

Mosley & Son Construction, Inc.

Date: _____ Applicant's Signature: _____

Witness: _____