

# Employment Application



49361 US 71

Bemidji, MN 56601

(218) 333-8888

Fax: (218) 759-1030

Northern Paving Inc. places great emphasis on customer service, teamwork, problem solving, and innovation. We look for people who exemplify these qualities and are willing to work hard for our membership. Northern Paving, Inc. is an equal opportunity Employer.

Applicant Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**Personal Information** (Please Print Clearly)

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Last Name	First Name	Middle Name
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Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Previous address if less than 5 years at current address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Best time to contact \_\_\_\_\_

I understand that upon employment, proof of legal right to work in the United States and completion of I-9 form will be required.

Are you eligible to work for any United States employer at this time? Yes    No  
If you are under 18 years of age, do you have a work permit? Yes    No

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

License # \_\_\_\_\_ Expires \_\_\_\_\_  
Class: \_\_\_\_\_ State Issued: \_\_\_\_\_

Do you have a valid Commercial Driver's License (CDL)? Yes    No

License # \_\_\_\_\_ Expires \_\_\_\_\_  
Class: \_\_\_\_\_ State Issued: \_\_\_\_\_

Can you travel if the position requires travel? Yes    No

Projects may require working nights. Are you willing/able to work nights if job requires? Yes    No

Are you available to work:

_____ Full Time	_____ Days
_____ Part Time	_____ Nights
_____ Temporary	_____ Both

Are you currently on "lay-off" status or subject to recall? Yes    No

If you have ever worked under or earned degrees under another name, please list below:

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Last Name	First Name	Middle Name
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**Position Desired**

Position Applying for \_\_\_\_\_

How did you learn of this vacancy? \_\_\_\_\_

Date Available \_\_\_\_\_

Are you able to perform the essential functions of this position with or without accommodations? Yes    No

If no, what accommodation would make it possible for you to perform this job? \_\_\_\_\_

Have you ever filed an application with us before? If yes, give date: \_\_\_\_\_ Yes No

Have you been previously employed by Northern Paving, Inc.? Yes No

If yes, indicate position, department, and dates: \_\_\_\_\_

Do you have any relatives employed at Northern Paving, Inc.? Yes No

If Yes, who? \_\_\_\_\_

Northern Paving, Inc is an equal opportunity employer and recruits, advertises, employs, promotes, transfers, disciplines, and discharges without regard to race, color, religion, national origin, age, sex, marital status, ancestry, physical or mental disability, or veteran status.

### Education and Training

Indicate Last Level of Education Completed (Please circle)

High School: 1 2 3 4                      College or University: 1 2 3 4                      Graduate School: 1 2 3 4

Type of Education	Name and Location (City, State, Country)	Did you Graduate?	Major and Minor	Degree Earned
High School				
Trade, Business or Technical				
College or University				
Other				

Professional certifications and licenses \_\_\_\_\_

Computer skills \_\_\_\_\_

Other skills or experience that is pertinent to the job applied for \_\_\_\_\_

Do you have a miner's certificate? \_\_\_\_ Yes \_\_\_\_ No

MSHA Form 5000-23 Exp. Date \_\_\_\_\_

Do you have a medical certificate? \_\_\_\_ Yes \_\_\_\_ No

Exp. Date \_\_\_\_\_

Do you have a First Aid certificate? \_\_\_\_ Yes \_\_\_\_ No

Exp. Date \_\_\_\_\_

State any additional information you feel may be helpful to us in considering your application.

\_\_\_\_\_  
\_\_\_\_\_

**Please identify experience you have in the following areas:**

**Equipment Operator Positions:**

<b>Equipment Experience</b>	<b>Type of Equipment</b>	<b>Duration of experience</b>	<b>Equipment Experience</b>	<b>Type of Equipment</b>	<b>Duration of experience</b>
<input type="checkbox"/> Scraper			<input type="checkbox"/> Front End Loader		
<input type="checkbox"/> Dozer			<input type="checkbox"/> Farm Tractor		
<input type="checkbox"/> Backhoe			<input type="checkbox"/> Packer (tractor)		
<input type="checkbox"/> Crusher			<input type="checkbox"/> Roller		
<input type="checkbox"/> Forklift			<input type="checkbox"/> Screen Plant		
<input type="checkbox"/> Paver			<input type="checkbox"/> Wash Plant		
<input type="checkbox"/> Excavator			<input type="checkbox"/> Asphalt Plant		
<input type="checkbox"/> Skid Steer					

**Truck Driving Positions:**

	<b>Type of Equipment</b>	<b>Duration of experience</b>
<input type="checkbox"/> Tractor- Trailer		
<input type="checkbox"/> Dump Truck		
<input type="checkbox"/> Ready Mix Truck		
<input type="checkbox"/> Boom Truck		
<input type="checkbox"/> Water Truck		

**Labor Positions:**

	<b>Type of Experience</b>	<b>Duration of experience</b>
<input type="checkbox"/> Laborer (common)		
<input type="checkbox"/> Laborer (concrete)		
<input type="checkbox"/> Laborer (gravel)		
<input type="checkbox"/> Laborer (paving)		
<input type="checkbox"/> Flagger		
<input type="checkbox"/> Raker		
<input type="checkbox"/> Carpenter		

**Maintenance Positions:**

		<b>Duration of Experience</b>
<input type="checkbox"/> Mechanic		
<input type="checkbox"/> Welder	Certification? Yes ____ No ____	
<input type="checkbox"/> Electrician	License Type :	
<input type="checkbox"/> Parts Department		
<input type="checkbox"/> OTHER POSITIONS:		

## Employment History (Please Print Clearly)

MUST BE COMPLETED EVEN IF ATTACHING YOUR RESUME. TRUCK DRIVER POSITIONS CAN FILL OUT SUPPLEMENT IN PLACE OF THIS SECTION.

Are you currently employed? Yes    No

If you are currently employed, may we contact your employer? Yes    No

List your last three employers with the most recent first.

**Previous Employer** \_\_\_\_\_

Dates Employed—From \_\_\_\_\_ To \_\_\_\_\_  
Month/Year Month/Year

Contact's Phone \_\_\_\_\_ Address \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Job Title \_\_\_\_\_

Your Job Title \_\_\_\_\_ Your Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Previous Employer** \_\_\_\_\_

Dates Employed—From \_\_\_\_\_ To \_\_\_\_\_  
Month/Year Month/Year

Contact's Phone \_\_\_\_\_ Address \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Job Title \_\_\_\_\_

Your Job Title \_\_\_\_\_ Your Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Previous Employer** \_\_\_\_\_

Dates Employed—From \_\_\_\_\_ To \_\_\_\_\_  
Month/Year Month/Year

Contact's Phone \_\_\_\_\_ Address \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Job Title \_\_\_\_\_

Your Job Title \_\_\_\_\_ Your Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Include explanation for any gaps in employment. \_\_\_\_\_

**PERSONAL/PROFESSIONAL REFERENCES**

Do Not include Family Members.

Name	Phone	Best time to call	Occupation
1.			
2.			
3.			

**You must be 18 years of age or older to work in the highway/heavy industry.**

Are you of age to work in this industry?                      Yes              No

**If applying for a road construction position:**

Are you willing to travel (personal vehicle) to projects up to 150 miles?                      Yes              No

Are you able to work Saturdays and Sundays when the job requires?                      Yes              No

Are you willing to work overtime if needed?                      Yes              No

**Affidavit – Applicants Statement**

1. Although management makes every effort to accommodate individual preferences, business needs may at any time make the following conditions mandatory: overtime, shift work, weekend or evening work.
2. **Employment-At-Will:** I understand that my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either Northern Paving, Inc. or myself.
3. **Nonbinding Application and Interview Process:** I understand that this application will be reviewed, but nothing in this application or any other documents or in the employment evaluation process shall be construed as either an offer or an obligation of the part of Northern Paving, Inc. to provide any benefit to me.
4. If a job offer is made by the company, I agree to submit to a post-offer, pre-employment physical examination and drug screening test as a condition of employment. I understand that an offer of employment is conditioned upon the results of said testing being satisfactory to the company.
5. I understand that any misrepresentation, material omission, or false/misleading information supplied on my application or during my interview may result in the cancellation of this application or my immediate termination of employment.
6. My signature authorizes Northern Paving Inc. to make such investigation and inquires of my personal employment and other related matters as may be necessary in arriving at an employment decision. I hereby release Northern Paving, employers, schools or persons from all liability in responding to inquiries in connection with my application. I authorize said companies, schools, or persons named in this employment application to release information regarding my employment, academic records, character and qualifications.
7. I authorize said companies to release information from my DOT regulated drug and alcohol testing records. I authorize release of alcohol tests, positive drug results, refusals to test, other violation of DOT agency regulations, documentation of completion of the return-to-duty following a rule violation, any other information obtained from previous employers of a drug & alcohol rule violation.
8. I understand that information I provide regarding current and/or previous employers, have errors in the information corrected by previous employers and for those previous employers to re-send the corrected information to the prospective employer, and have a rebuttal statement attached to the alleged erroneous information, if the previous employer(s) and I cannot agree on the accuracy of the information.
9. I understand that nothing contained in this employment application or in the granting of an interview creates a contract between Northern Paving Inc. and me for employment or for any other benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon Northern Paving Inc.
10. If a conditional offer of employment is extended to me by Northern Paving Inc., I understand I may be asked to authorize a background check, which may include motor vehicles, criminal, education, employer verification and/or a credit check based on the position for which I am being considered.

Applicants Signature \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_