



Application for Employment



We consider applicants for all positions without regard to race, color, religion, national origin, gender, disability, age, marital status, familial status, creed, status with regard to public assistance, sexual orientation, local human rights activity, or other protected status.

(Please Print)

Last Name		First	Middle	Date
Address				Home Phone
City	State	Zip Code	Cell Phone	
Social Security Number			When will you be available to begin work?	
Position(s) Desired			Pay Expected	
1.				
2.				
3.				
How did you learn about us?				
<input type="checkbox"/> Walk In		<input type="checkbox"/> Mark S&G Employee _____		<input type="checkbox"/> Employment Agency
		<input type="checkbox"/> Friend _____		<input type="checkbox"/> Relative _____
		<input type="checkbox"/> Advertisement _____		<input type="checkbox"/> Other _____
Have you ever applied for employment with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes: Month & Year _____				
Have you ever been employed by Mark Sand & Gravel Co. before? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes: When?		What Position?		
List any motor Vehicle citations or accidents during the past three years? <input type="checkbox"/> None				
1				
2				
3				
Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No				

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:

- Projects are usually located within 150 miles of the main office, are you willing/able to travel this distance when the job requires? (personal vehicle)..... Yes No
- Typically work Saturdays during June-November, are you willing/able to work Saturdays when the job requires?..... Yes No
- Typically requires overtime, are you willing to work overtime if needed?..... Yes No

If applying for a shop position:

- Projects are usually located within 100 - 150 miles of the shop, are you willing/able to travel this distance when the job requires? (personal vehicle)..... Yes No
- Some projects require working nights, are you willing/able to work nights if job requires?..... Yes No

Please indicate the type of work for which you are applying:

- Full Time Year Round (Office, Admin.) Full-Time Seasonal (May-Dec)
 Part-Time Summer Only (Jun-Sep) Part-Time Seasonal (May-Dec)

If applying for summer only, please specify beginning and ending dates you would be available for work.

Beginning Date Available ___/___/___ Ending Date Available ___/___/___

Please state briefly why you want to work at Mark Sand & Gravel Co:

Please begin with your present or most recent employer, giving accurate, complete full-time and part-time employment record.

1	Company Name	Telephone
	Address	Date Employed (Month/Year) From: To:
	Name of Supervisor or contact person	Rate of Pay: hourly, weekly, other _____ Start: End:
	Description of Primary Responsibilities	Reason for leaving or seeking to leave
	Position(s)	

2	Company Name	Telephone
	Address	Date Employed (Month/Year) From: To:
	Name of Supervisor or contact person	Rate of Pay: hourly, weekly, other _____ Start: End:
	Description of Primary Responsibilities	Reason for leaving or seeking to leave
	Position(s)	

3	Company Name	Telephone
	Address	Date Employed (Month/Year) From: To:
	Name of Supervisor or contact person	Rate of Pay: hourly, weekly, other _____ Start: End:
	Description of Primary Responsibilities	Reason for leaving or seeking to leave
	Position(s)	

4	Company Name	Telephone
	Address	Date Employed (Month/Year) From: To:
	Name of Supervisor or contact person	Rate of Pay: hourly, weekly, other _____ Start: End:
	Description of Primary Responsibilities	Reason for leaving or seeking to leave
	Position(s)	

Please indicate any employers who cannot be contacted and reason:	Signature: _____
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Type of School	Name & Location of School	Course of Study	No. Years Completed	Did you Graduate?	Honors Received
High School					
Trade or Technical					
College or University					
Certified Courses					
Other (explain)					

Drivers License Number _____ Drivers License Class: A B C D

When does your license expire? ____/____/____ Is your license a CDL [] Yes [] No

If you have a CDL, do you have a current health card? [] Yes [] No

Name: _____
 First Middle Last

Address: _____
 City State Zip Code

Is your license valid and current: [] Yes [] No List any endorsements on your license: _____

Mark Sand & Gravel Co. is an equal opportunity employer, and selects the best matched individual for the job based upon job related qualifications, regardless of race, color, religion, national origin, gender, disability, age, marital status, familial status, creed, status with regard to public assistance, sexual orientation, local human rights activity, or other protected status under state, federal or local Equal Opportunity laws.

I understand and agree that:

1. Although management makes every effort to accommodate individual preferences, business needs may at any time make the following conditions mandatory: overtime, shift work, seasonal and/or temporary.
2. I understand that if I am employed, such employment is for no definite period of time and that Mark Sand & Gravel Co. can change wage, benefits and employment conditions at any time. Employment with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.
3. If a job offer is made by the company, I understand that a medical questionnaire and/or a physical with drug testing may be required and that the offer of employment is contingent upon passing the physical.
4. I authorize Mark Sand & Gravel Co. to access my driving record.

I have read and understand the above, I also certify that answers given herein are true and complete to the best of my knowledge. By my signature below, I promise that the information provided in this employment application (and in any related documentation or interview) is true and complete and I understand that any false or misleading information or significant omissions may disqualify me from employment, if discovered at a later date.

Applicant's Signature: _____ Date: ____/____/____

Employment Data Record

Employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital status, sexual orientation, veteran status, disability, or other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Actions responsibilities where they apply.

The purpose of this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all the Data Records are kept in a confidential file and are not a part of your application for Employment or personnel file. Please note: **Your cooperation is voluntary. Inclusion or exclusion of any data will not affect any employment decision.**

Voluntary Survey

Date ____/____/____

Government agencies at times require periodic reports of the sex, ethnicity, disability, veteran, and other protected status of employees. This data is for statistical analysis with respect to the success of the Affirmative Action program.

Submission of this information is voluntary.

Choose all that may apply.

- | | |
|---|---|
| <input type="checkbox"/> Male | <input type="checkbox"/> Female |
| <input type="checkbox"/> White/Caucasian | <input type="checkbox"/> Disabled Veteran |
| <input type="checkbox"/> Asian Indian | <input type="checkbox"/> Vietnam Era Veteran |
| <input type="checkbox"/> Asian/Pacific Islander | <input type="checkbox"/> Disabled Individual |
| <input type="checkbox"/> Black/African American | <input type="checkbox"/> Guamanian |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> Chamorro |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Samoans |
| <input type="checkbox"/> Filipino | <input type="checkbox"/> Native Hawaiian |
| <input type="checkbox"/> Japanese | <input type="checkbox"/> Other Pacific Islanders (_____) |
| <input type="checkbox"/> Korean | <input type="checkbox"/> Other Race (_____) |
| <input type="checkbox"/> Vietnamese | <input type="checkbox"/> American Indian/Alaskan Native (_____) |

**TRUCK DRIVER
APPLICATION SUPPLEMENT**

Federal Motor Carrier Safety Regulations, Subpart C - Background and Character, Section 391.21-
Application for employment:

- (a) Except as provided in Subpart G of this part, a person shall not drive a commercial motor vehicle unless he/she has completed and furnished the motor carrier that employs him/her with an application for employment that meets the requirements of paragraph (b) of this section.
- (b) The application for employment shall be made on a form furnished by the motor carrier. Each application form must be completed by the applicant, must be signed by him/her, and must contain the following information:

(Mark Sand & Gravel Co. has chosen to supplement its application with this request for additional information, as required by the FMCSR)

Addresses during previous 3 years: (If same as current address leave blank)

Issuing State, number, and expiration date of each unexpired commercial motor vehicle operator's license or permit that has been issued:

State _____ License Number _____ Expires ____/____/_____
State _____ License Number _____ Expires ____/____/_____

Nature and extent of experience in the operation of motor vehicles, including the type of equipment (such as busses, straight trucks, truck tractors, semitrailers, full trailers, and pole trailers)

Accidents you were involved in, regardless of fault, during the preceding 3 years. Specify date and nature of each accident and any fatalities or personal injuries it caused.

Violations/Citations of motor vehicle laws or ordinances (other than parking) of which you were convicted or forfeited bond or collateral during the proceeding 3 years:

Has your privilege to operate a motor vehicle ever been denied, revoked, or suspended?

YES NO If yes, please detail the facts and circumstances:

EMPLOYMENT HISTORY:

For those applicants with 3 years driving experience or less, we must have your complete employment history for the preceding 3 years.

For those applicants with more than 3 years driving experience, we must have your complete employment history for the preceding 10 years.

Below, please list your required employment history, continuing from the application. Do not leave any lines blank.

Company Name:	_____
Address:	_____ _____
Phone Number:	(_____) _____
Dates of Employment:	From ____/____/____ to ____/____/____
Reason for leaving:	_____ _____
Company Name:	_____
Address:	_____ _____
Phone Number:	(_____) _____
Dates of Employment:	From ____/____/____ to ____/____/____
Reason for leaving:	_____ _____
Company Name:	_____
Address:	_____ _____
Phone Number:	(_____) _____
Dates of Employment:	From ____/____/____ to ____/____/____
Reason for leaving:	_____ _____
Company Name:	_____
Address:	_____ _____
Phone Number:	(_____) _____
Dates of Employment:	From ____/____/____ to ____/____/____
Reason for leaving:	_____ _____

This certifies that the application and supplements were completed by me, and that all entries on it and the information are true and complete to the best of my knowledge.

Date

Signature of Applicant

**DISCLOSURE AND RELEASE FORM - EMPLOYEE DRIVING RECORD INFORMATION
REQUEST FOR CHECK OF DRIVING RECORD**

(please read & complete both sides of this form.)

1. In connection with my application for employment or during my employment, I hereby give permission to Mark Sand & Gravel Co. to obtain my state driving record (also known as my motor vehicle record or MVR).
2. I acknowledge and understand that my driving record may be a consumer report that contains public record information.
3. I authorize, without reservation, any party or agency contacted by Mark Sand & Gravel Co. to furnish the above mentioned information.
4. I understand that I have the right to know the source of my driving record and request a copy of my driving record directly from that source. I may also obtain a copy of the driving record report obtained by Mark Sand & Gravel Co. from the driving record source.
5. This authorization shall remain on file by Mark Sand & Gravel Co. for the duration of my employment, and will serve as ongoing authorization for Mark Sand & Gravel Co. to procure my state driving record at any time during my employment period.
6. I understand that Mark Sand & Gravel Co. may take adverse action affecting my employment, based on information in my driving record. If such adverse action is taken, I acknowledge that my rights are as follows:
 - Mark Sand & Gravel Co. must first notify me in writing of any such adverse action.
 - I have the right to receive a copy of the driving record upon which the adverse actions was based.
 - I have the right to receive a summary of my rights under the Fair Credit Reporting Act. I have the right to know the name, address, and phone number of the consumer reporting agency that provided my driving record to Mark Sand & Gravel Co.
 - I have the right to obtain a free copy of my driving record from the agency that provided it, if such request is made within 60 days from the date that Mark Sand & Gravel Co. took adverse action.
 - I have the right to dispute the accuracy or completeness of my driving record with the consumer reporting agency that provided it, and request that errors be corrected.

I hereby authorize you to release the following information to Mark Sand & Gravel Co. for purposes of investigation as required by section 391.23 of the Federal Motor Carrier Safety Regulations. You are released from any and all liability which may result from furnishing such information.

X _____ / ____ / ____
(Applicant/employee signature) (Date)

1. I certify, on behalf of Mark Sand & Gravel Co., that it has made the proper disclosures to the applicant or employee and has received prior written authorization from the applicant employee to obtain the records requested.
2. In accordance with the provision of Section 604 and Section 607 of the Fair Credit Reporting Act, Public Law No. 91-508, I hereby certify, on behalf of Mark Sand & Gravel Co., that the information requested below will be used for a "permissible purpose" as defined in the Act, and that the information received will be used for no other purposes.
3. I further certify, on behalf of Mark Sand & Gravel Co., that before any adverse action based in whole or part on the information received will be taken against the individual named below, Mark Sand & Gravel Co. will identify the source of the report, provide a copy of the report to the individual and provide a description of legal rights to the individual in accordance with Section 615(a) of the Fair Credit Reporting Act.

_____/____/____
(Requestor's Signature) - Mark Sand & Gravel Co. Representative Date

State of MN-Department of Public Safety
445 Minnesota Street, Suite 191
St. Paul, MN 55101-5191

The following named individual has made application with Mark Sand & Gravel Co. for the position of _____ or we are making a periodic review of this individual's driving record. The individual had indicated that the above numbered operator's license or permit has been issued by the state referenced above and is in good standing. As in accordance with Section 391.23 Federal Department of Transportation Regulations, please furnish the undersigned with the individuals driving record for the past three years. In the event that this inquiry does not satisfy your requirements for making such inquiries, please send us such forms of yours as are necessary for us to complete our inquiry in the driving record of this individual.

Name of Applicant _____

Address _____

City _____ State _____ Zip _____

Driver's License Number _____ SSN _____

Requested by Mark Sand & Gravel Co. PO Box 458, Fergus Falls, MN 56538

(Requestor's Name - print/type)

(Requestor's signature)

(Requestor's Title)

Truck Driving Positions

	<u>Months/Years Experience</u>	<u>Type Equipment</u>	<u>Employer</u>
Tanker-Transport	[]	_____	_____
Tandem Axle Truck	[]	_____	_____
Tri Axle Truck	[]	_____	_____
Bellydump	[]	_____	_____
Flowboy	[]	_____	_____
Equip. Transport	[]	_____	_____
Ready Mix Truck	[]	_____	_____

Operator Positions

	<u>Months/Years Experience</u>	<u>Type Equipment</u>	<u>Employer</u>
Dozer	[]	_____	_____
Loader (5+CY)	[]	_____	_____
Loader (5-CY)	[]	_____	_____
Bobcat	[]	_____	_____
Backhoe	[]	_____	_____
Crusher	[]	_____	_____
Wash Plant	[]	_____	_____
Plant Operator	[]	_____	_____
Wash Plant	[]	_____	_____
Motor Grader	[]	_____	_____
Paver	[]	_____	_____
Paver Screed	[]	_____	_____
Roller	[]	_____	_____
Packer	[]	_____	_____
Farm Tractor	[]	_____	_____

Labor Positions

	<u>Months/Years Experience</u>	<u>Type Equipment</u>	<u>Employer</u>
Laborer (Base)	[]	_____	_____
Laborer (Blacktop)	[]	_____	_____
Traffic Control	[]	_____	_____
Gravel Tester	[]	_____	_____
Lab Technician	[]	_____	_____

Maintenance Positions

	<u>Months/Years Experience</u>	<u>Type Equipment</u>	<u>Employer</u>
Diesel Mechanic	[]	_____	_____
Welder	[]	_____	_____
Parts Delivery	[]	_____	_____
Shop Help	[]	_____	_____
Parts Counter	[]	_____	_____

Supervisory Positions

<u>Position</u>	<u>Months/Years Experience</u>	<u>Employer</u>
_____	[]	_____
_____	[]	_____
_____	[]	_____
_____	[]	_____

Please list any additional qualifications, specialized training, or job related skills you have acquired:

Office Positions

	<u>Months/Years Experience</u>	<u>Type Equipment</u>	<u>Employer</u>
Accounting	[]	_____	_____
Human Resource	[]	_____	_____
Purchasing	[]	_____	_____
Safety/Environment	[]	_____	_____
Technology	[]	_____	_____