

Please complete all questions in all sections.



3402 Acorn St., Suite 202, Williamsburg, VA 23188

Application for Employment

Please fill out all fields and email the completed form to jobs@concretejack.com. You may also return by mail or hand-deliver to the above address.

Name _____ SSN _____
 Address _____
 Home Phone _____ Cell _____ Email _____
 Position Desired _____ Date available to start _____

Background Information

Are you currently employed? Yes No
 Do you have a valid Virginia Driver's License? Yes No
 Have you applied to PHR, Inc./Concrete Jack before? Yes No
 If yes, state when and for what position: _____
 Have you been employed by PHR Inc./Concrete Jack before? Yes No
 If yes, state when and the reason for leaving: _____

 Are you eligible to work in the U.S.? Yes No
 Are you willing to work weekends or holidays if required? Yes No
 Have you ever been convicted of a felony or misdemeanor? Yes No
 If yes, list offense(s) and date(s): _____

Note: A prior conviction will not necessarily bar you from employment; however, the type of conviction and when it occurred will be considered.

I hereby authorized Preston H. Roberts, Inc to contact my present and past employers and academic institutions attended for purposes of verifying the information I have provided. _____ (Initials)

Highest grade of school completed: _____
 Name of Most recent school attended: _____
 GED: _____ High School Graduate _____ H.S. name & city _____

References

Please list three individuals who can comment on your professional abilities. Family and friends are not appropriate.

Please complete all questions in all sections.

Name: _____
Relation: _____

Known since: _____
Phone number: _____

Name: _____
Relation: _____

Known since: _____
Phone number: _____

Name: _____
Relation: _____

Known since: _____
Phone number: _____

Work Experience

List the last four jobs you have held, starting with your most recent and working backwards.

Most recent job

Started working on: _____
Employer: _____
Supervisor: _____
Address: _____
Reason for leaving: _____
Duties: _____

Stopped working on: _____
Job Title: _____
Phone: _____

Starting salary: \$ _____ per _____
Ending salary: \$ _____ per _____

Job Number 2

Started working on: _____
Employer: _____
Supervisor: _____
Address: _____
Reason for leaving: _____
Duties: _____

Stopped working on: _____
Job Title: _____
Phone: _____

Starting salary: \$ _____ per _____
Ending salary: \$ _____ per _____

Job Number 3

Started working on: _____
Employer: _____
Supervisor: _____
Address: _____
Reason for leaving: _____
Duties: _____

Stopped working on: _____
Job Title: _____
Phone: _____

Starting salary: \$ _____ per _____
Ending salary: \$ _____ per _____

Please complete all questions in all sections.

Job Number 4

Started working on: _____ Stopped working on: _____
Employer: _____ Job Title: _____
Supervisor: _____ Phone: _____
Address: _____
Reason for leaving: _____
Duties: _____

Starting salary: \$ _____ per _____
Ending salary: \$ _____ per _____

Driving Experience

Please list all licenses held in the last 3 years:

State: _____ License Number: _____ Expiration: _____
Class: _____ Endorsements: _____
State: _____ License Number: _____ Expiration: _____
Class: _____ Endorsements: _____
State: _____ License Number: _____ Expiration: _____
Class: _____ Endorsements: _____

List states operated in over past three years: _____

List special courses or training that will help you as a driver: _____

In the past three years have you:

- Been denied a license or privilege to drive? Yes No
- Had any license, permit or privilege suspended or revoked? Yes No
- Been disqualified for violating federal motor carrier regulations? Yes No
- Been convicted of reckless driving, or driving to endanger? Yes No
- Been involved in any vehicle accident? Yes No

If "yes" to ANY of the above questions, briefly explain, include where & when:

Accident Record for past 3 years or more (attach sheet if more space is needed):

Dates	Nature of Accident (Head-on, rear-end, upset, etc)	Number Fatalities	Number Injuries	Chemical Spills
				Yes No
				Yes No
				Yes No

Please complete all questions in all sections.

Traffic convictions and forfeitures for the past 3 years other than parking violations:

Charge	Date	Location	Penalty

If you have a CDL, please complete the following:

Do you have a current Medical Examiner's Certificate? Yes No

Classes operated: _____

Safety awards received: _____

Do you have construction driving experience? Yes No

Please describe: _____

The preceding information is true and reflects my driving record over the past 3 years. I will supply an official copy of my Virginia DMV driving record upon accepting an offer of employment from Preston H Roberts, Inc., as a condition of employment. I will drive safely at all times and abide by all company safe driving rules. I will report any on or off-the-job moving violations or a vehicle accident or incident to Preston H. Roberts, Inc. I hereby agree to face disciplinary action if I do not comply with the above requirements.

Applicant's signature

Date

Certification

By signing this application below, I hereby authorized you to perform or have performed an independent investigation to verify the contents of this application. I acknowledge that this investigation may contain information as to my character, reputation, personal characteristics, and mode of living, as I further understand that I have certain rights to a copy of such report under applicable federal law. _____(initials)

I certify that I have given true, accurate, and complete information on this application to the best of my knowledge, and with the understanding that such information will be relied on in considering my application for employment and that any deliberate falsification, misstatement or omission will be grounds for and can result in the termination of my employment, regardless of when they are uncovered by the company. _____(initials)

I authorize all law enforcement, credit, education institutions, employers, friends, neighbors and business acquaintances to furnish the company, or a third party, a complete history of my record including (but no limited to) my character, habits and ability to perform job functions. I hereby authorize you to contact the appropriate authorities for information on criminal convictions. I further release any of the above institutions and PHR Inc. from any liability for supplying information; however, in response to a request in accord with this application does not apply to any intentional misrepresentations. _____(initials)

Please complete all questions in all sections.

I understand that PHR Inc. has a no-solicitations policy which 1) prohibits non-employees from soliciting employees on the job site for any reason, at any time, 2) that prohibits employees from soliciting each other for any reason, during working hours, in working areas, and 3) that prohibits the distribution of literature in working areas during working hours. The bottom line is that working time, and working areas are for working. _____(initials)

I further agree that the company shall have the right, if and when my employment is terminated, to furnish employers or those seeking information concerning me with information upon their request regarding my work records and rate of pay. _____(initials)

By submission of this application, I further agree that any employment resulting will be at-will and not for any definite term or period and may be terminated by PHR Inc. at any time for any reason not prohibited by law. _____(initials)

I further understand this application is valid for 30 days from the filing date and if further consideration is desired, I must reapply. _____(initials)

Applicant's signature

Date