



APPLICATION COVER SHEET Instructions

1. Print all pages of application
2. Fill out completely, initial and sign last page
3. Return to Whitehorn Construction, Inc

California & Arizona Applicants:

Return via email to wci@whitehornconstruction.com

Or

Fax to 951-245-4099

Or

Mail to:

WCI

109 Main St. #201

Lake Elsinore, CA 92530

AS Samoa & Hawaii Applicants:

Return via email to wci@whitehornconstruction.com

Or

Fax to 951-245-4099

Or

Mail to:

WCI

PO BOX 982828

Pago Pago, AS Samoa 96799

APPLICATION FOR EMPLOYMENT

Whitehorn Construction, Inc.

Position Applied For: _____

Application Date: _____

Last Name		First Name		Middle Name	
Mailing Address					
Number		Street		City State Zip Code	
Physical Address (If different from above)					
Number		Street		City State Zip Code	
Home Phone Number			Cell Phone Number		

Are you at least 18 years of age? Yes No
(If under 18, proof of eligibility to work is required)

Have you ever filed an application with us before? Yes No
If Yes, when? _____

Have you ever been employed with us before? Yes No
If Yes, when? _____

Do you have any friends or relatives currently employed with us? Yes No
If Yes, please state name(s) and relationship to you:

_____ Name	_____ Relationship
_____ Name	_____ Relationship

Are you currently employed? Yes No

May we contact your present employer? Yes No

If hired, can you provide proof to verify your right to work in this country?
(Proof of citizenship or immigration status will be required upon hire) Yes No

Date available for work: _____ Desired salary range: _____

Are you available to work: Full time? Yes No Part time? Yes No Temporary? Yes No
What days and hours are you available for work? _____

Are you available to work on weekends? Yes No

Are you available to work overtime, if required? Yes No

If hired, would you have a reliable means of transportation to and from work? Yes No

Can you travel if a job requires it? Yes No

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes No

If Yes, state the nature of the crime(s), where and when convicted, and disposition of the case(s): _____

NOTE: All employees are subject to a background check prior to receiving Federal Military Base Clearance/Badges.

EMPLOYMENT EXPERIENCE		List present and past employment starting with your most recent employer. Include employment history for last 5 years and explain all periods of unemployment. This section must be completed even if resume is attached.		
Name of Employer		Dates Employed		Description of Job Duties
		From	To	
Address				
		Weekly Pay Rate		
Telephone Number(s)		Starting	Final	
Your Job Title		Reason for Leaving		
Supervisor's Name				
		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of Employer		Dates Employed		Description of Job Duties
		From	To	
Address				
		Weekly Pay Rate		
Telephone Number(s)		Starting	Final	
Your Job Title		Reason for Leaving		
Supervisor's Name				
		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of Employer		Dates Employed		Description of Job Duties
		From	To	
Address				
		Weekly Pay Rate		
Telephone Number(s)		Starting	Final	
Your Job Title		Reason for Leaving		
Supervisor's Name				
		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

EDUCATION	Name & Address of School	No. of Years Completed	Did You Graduate?	Diploma or Degree
High School				
College/University				
Trade School				
Other (Specify)				
Other (Specify)				

ADDITIONAL INFORMATION	Please describe any other information which may be helpful to us in considering your application, including skills, training, etc.

ANSWER THE FOLLOWING QUESTIONS IF YOU ARE APPLYING FOR A PROFESSIONAL POSITION

Are you licensed/certified for the job you are applying for? Yes No

Type of License/Certification	Issuing State	License/Certification Number

DO NOT ANSWER THE FOLLOWING QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING:

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accomodation? Yes No

If No, describe the functions that cannot be performed:

Note: We comply with ADA and consider reasonable accomodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire is subject to a negative result on a drug screen.

REFERENCES		List persons who have knowledge of your work performance within the last 3 years. Do not include relatives or past supervisors.	
Name	Phone Number	Occupation	No. of Years Acquainted

Please Read Carefully, Initial Each Paragraph, and Sign Below.

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect
Initials my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize Whitehorn Construction, Inc. or its authorized agent to thoroughly
Initials investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to Whitehorn Construction, Inc. or its authorized agent any and all letters, reports, and other information related to my records, without giving me prior notice of such disclosure. In addition, I hereby release Whitehorn Construction, Inc. or its authorized agent, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in the application, or conveyed during any interview
Initials which may be granted, or during my employment, if hired, is intended to create an employment contract between me and Whitehorn Construction, Inc.. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or Whitehorn Construction, Inc. and that no promises or representations contrary to the foregoing are binding on Whitehorn Construction, Inc. unless made in writing and signed by me and Whitehorn Construction, Inc.'s designated representative.

_____ Should a search of public records (including records documenting an arrest, indictment,
Initials conviction, civil judicial action, tax lien or outstanding judgment) be conducted by Whitehorn Construction, Inc. or its authorized agent, I am entitled to copies of any such public records obtained by Whitehorn Construction, Inc. or its authorized agent unless I waive such receipt by initialing below. If I am not hired as a result of such information contained in any such public records, I am entitled to a copy of any such records notwithstanding my initials below.

_____ I waive receipt of a copy of any public records described in the preceding paragraph unless I
Initials am not hired as a result of information contained in such public records.

_____ I acknowledge having read a copy of the Drug Free Workplace Policy of Whitehorn
Initials Construction, Inc. that sets forth its drug testing policy. I am aware that any applicant to whom an offer of employment is made by Whitehorn Construction, Inc. must pass a test for controlled substances under the procedures described in the Policy and that any offer of employment by Whitehorn Construction, Inc. is conditioned on a negative test result.

_____	_____
Applicant's Signature	Date