

# Silver Star Construction Co., Inc.

2401 S. Broadway - Moore, Oklahoma 73160 – (405) 793-1725 / Fax (405) 793-9989

## APPLICATION FOR EMPLOYMENT (NON-CDL)

Silver Star Construction, Co. conforms to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. **We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all our job openings.** We are an equal opportunity employer and all qualified applicants will receive consideration for employment without any regard to race, color, religion, gender, national origin, disability status, protected veteran status, or any other characteristic protected by law. Consistent with the Americans with Disabilities Act, applicants may request accommodations if needed to participate in the application process.

### Applicant Information:

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First Middle (Application Completed)

Address: \_\_\_\_\_  
Physical Address (No P.O. Box) Apartment/Unit #

City State ZIP Code

Phone: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
(Home) (Cell)

Social Security # \_\_\_\_\_ Date Can Start: \_\_\_\_\_ Salary Desired\$ \_\_\_\_\_

Position(s) Applying For: \_\_\_\_\_

Referred by: \_\_\_\_\_

Are you at least 18 years old? YES  NO  Are you legally authorized to work in the US? YES  NO   
(Proof of identity & eligibility will be required upon employment)

Have you ever worked for or applied with this company before? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted, plead guilty, or no contest to a felony? (\*Answering "yes" does not constitute an automatic rejection to employment. Date of offense, seriousness, & nature of violation, & position applied for will be considered.) YES  NO  If yes, when & details: \_\_\_\_\_

Would you object to pre-employment drug Test & Physical? YES  NO  DL # & State: \_\_\_\_\_

Do you have a good driving record? Yes  or No   
Would you be interested in getting your CDL? Yes  or No

Can you perform the essential functions of the position for which you are applying for? YES  NO

(\*If you have any question as to what functions are applicable to the position for which you are applying for, please ask the interviewer before answering this question.)

### Education:

High School: \_\_\_\_\_ City, State: \_\_\_\_\_ Graduate: Yes  or No

Technical: \_\_\_\_\_ Trade: \_\_\_\_\_ Graduate: Yes  or No

College / Univ: \_\_\_\_\_ Major/Degree: \_\_\_\_\_ Graduate: Yes  or No



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## References:

Please list three persons **not** related to you, whom you have known for at least one year.

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

## Previous Employment:

Previous employment **must** be completely filled out. Include last (5) years of work history, including periods of unemployment. Please list current or most recent job first, including explanation of gaps in employment. (Use additional sheet of paper if necessary). **Incomplete information could disqualify you from further consideration.**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Salary: \$ \_\_\_\_\_  
Position: \_\_\_\_\_ Date From: \_\_\_\_\_ Date To: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

May we contact your present employer for reference?      YES      NO  
        

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Salary: \$ \_\_\_\_\_  
Position: \_\_\_\_\_ Date From: \_\_\_\_\_ Date To: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Salary: \$ \_\_\_\_\_  
Position: \_\_\_\_\_ Date From: \_\_\_\_\_ Date To: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_



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Can you service and inspect equipment? Yes  or No

Can you read & interpret grade stakes? Yes  or No

Do you know how to blue top grade? Yes  or No

Cut a crown? Yes  or No

Grade slopes? Yes  or No

Do you have any objections to working out of town sometimes days at a time? Yes  or No

Why do you feel that you would make a good employee? \_\_\_\_\_

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

What do you feel are your strong points? \_\_\_\_\_

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

What do you look for in a good employer? \_\_\_\_\_

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

Did you see our ad in the newspaper? Yes  or No  \_\_\_\_\_  
(Name of paper)



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## Qualifications: (Skills & Experience)

*In order to assist in considering you for a position, please complete the following based on your years of experience and skill level. If you have no previous experience with an item, please leave that portion blank.*

Rate your level of skill per below chart:

**M:** Mastered - Able to train others  
**I:** Intermediate Skills

**A:** Above Average  
**E:** Entry Level

Asphalt Equipment:					
Item	# of Yrs.	Level	Item	# of Yrs.	Level
Asphalt Rake Hand - (Laborer)			Milling Machine		
Roller - (Double Drum or Pneumatic)			Paver		
Bobcat			Tractor		
Front End Loader			Screed Operator		
Dirt Equipment:					
Item	# of Yrs.	Level	Item	# of Yrs.	Level
Box Blade			Motor Grader		
Dozer			Scraper / Tractor Pan		
Front-End Loader / Back Hoe			Track Hoe		
Mixer			Water Truck – CDL w/ tankers		
Concrete Experience:					
Item	# of Yrs.	Level	Item	# of Yrs.	Level
Build Curb By Hand			Operate Curb and/or Paving Machine		
Concrete Laborer			Operate Concrete Saw		
Concrete Finisher			Seal Joints		
Flat Work			Set String Line		
GPS Curb / Paving			Slip Form Paver		
Equipment Services:					
Item	# of Yrs.	Level	Item	# of Yrs.	Level
Air Brake Certified			Oiler – Minor Maintenance		
Equipment Mechanic			Transmission Over Haul		
Engine Over Haul			Truck Mechanic		
Hydraulic Repair			Welder		
CDL - Drivers:					
Item	# of Yrs.	Level	Item	# of Yrs.	Level
10 Wheel Dump Truck			Fuel or Tack Truck – req. hazmat		
Crew Truck w/ Gooseneck			Heavy Haul (moves equipment)		
18 Wheel End Dump Truck			18 Wheel Pneumatic Truck Trailer		
Additional Positions:					
Item	# of Yrs.	Level	Item	# of Yrs.	Level
Asphalt Plant Loader			General Laborer		
Asphalt Plant Operator			Draftsman (AutoCAD)		
Clerical			Surveying		



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## Applicant Authorization:

### **Please read carefully before signing:**

I certify that the facts contained in this application (and any accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire which would be with or without cause, or dismissal if I have been employed, no matter when discovered by the company. I understand that any employment is conditioned on a background check. I authorize *Silver Star Construction* to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character, and general reputation to the Company, without giving me prior notice of such disclosure. In addition, I release *Silver Star Construction*, any former employers, and all references listed above from any and all claims, demands, or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be “at will” and without fixed term and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or *Silver Star Construction*. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Company unless made in writing.

If I am offered employment, I agree to submit to a medical examination, drug / alcohol test before starting work. If employed, I also agree to submit to a medical examination, drug / alcohol test at any time deemed appropriate by *Silver Star Construction* and is permitted by law. I consent to such examination and test, and I request that the examining doctor disclose to *Silver Star Construction*, the result of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations, drug / alcohol test, and if I am hired a condition of my employment agree to abide by *Silver Star Construction's* Drug and Alcohol Policy.

I agree to repay *Silver Star Construction* for any money advanced or for any things of value furnished to me by the Company through payroll deductions or money's due.

I understand that filling out this form does not indicate there is a position open and does not obligate *Silver Star Construction* to hire. If hired, I agree to abide by all Company rules, policies, and procedures. The Company retains the right to revise its policies or procedures, in whole or in part, at any time.

*I certify that my answers are true and complete to the best of my knowledge.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This application is valid for only 60 days from the date signed and dated above. I understand consideration for employment after 60 days requires a new application to be completed.**



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## DISCLOSURE AND AUTHORIZATION FORM TO OBTAIN CONSUMER REPORTS FOR EMPLOYMENT PURPOSES *Please Read Carefully Before Signing the Authorization*

### DISCLOSURE

In connection with *Silver Star Construction, Inc. & Subsidiaries* (“the Company”) considering me for employment, continued employment, promotion, reassignment, or discipline, I authorize *Silver Star Construction, Inc. & Subsidiaries* (“the Company”) and/or its agent, SelectForce, Inc. to obtain a consumer report which may include information on my character, general reputation, personal characteristics, and mode of living from public record sources or through personal interviews with previous employers or associates. Public record check may include but not limited to a criminal or felony background check and sex offender’s registry check.

Under the FCRA, before the Company can obtain a consumer report or investigative consumer report about you for employment purposes, we must have your written authorization. Before we take adverse action on the basis, in whole or in part, of information in that report, upon request you will be provided a copy of the report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

### AUTHORIZATION

I have read and understand the foregoing Disclosure, and authorize *Silver Star Construction, Inc. & Subsidiaries* to obtain and rely upon consumer reports or investigative consumer reports in considering me for employment and, if I am employed, in considering me for subsequent promotion, assignment, reassignment, retention, or discipline. By my signature below, I authorize, without reservation, any person or entity contracted by *Silver Star Construction, Inc. & Subsidiaries*, or its agent, SelectForce, Inc. to furnish the above-stated information and I release any such person or entity from any and all liability for furnishing such information. I further release *Silver Star Construction, Inc. & Subsidiaries*, its affiliated companies, their officers, employees, and agents, and specifically, SelectForce, Inc., their affiliated companies, their officers, employees, and agents from any liability and responsibility arising from the preparation of said report. I certify that all of elements of the personal data I have provided are true, accurate and complete. I understand and agree that any omission, false statement, misleading statement, or answer made by me on my application or any supplements to it and in any interviews will be sufficient grounds for rejection of employment and my discharge if employed. By my execution hereof I acknowledge I have been provided with a Consumer Disclosure advising me that a report will be requested and used for the purpose of evaluating me for employment, continued employment, promotion, or reassignment as an employee.

I do \_\_\_\_\_ do not \_\_\_\_\_ authorize you to contact *my current and past* employers for Employment and Reference Verifications. (This will authorize immediate inquiries to the Human Resources Department and to any listed supervisors or references in the Employment/Reference Section of your application.)

I also agree that this Disclosure and Authorization in original, faxed, photocopied, or electronic (including electronically signed) form will be valid for any consumer reports or investigative consumer reports that may be requested about me by or on behalf of *Silver Star Construction, Inc. & Subsidiaries*.

### PLEASE PRINT

Name: \_\_\_\_\_  
First Middle Last (Maiden if applies)

DOB:\* \_\_\_\_\_ SSN:# \_\_\_\_\_ DR LIC:# \_\_\_\_\_ State: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ How Long? \_\_\_\_\_

Previous Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ How Long? \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Date of Birth (DOB) will be used solely for the purpose of identification in completing background checks and will not be considered in the “employment” process.\*



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