

**APPLICATION FOR EMPLOYMENT**

**J. MILLER EXCAVATING INC.**  
3410 Guy Avenue, Plain City, Ohio 43064  
(614) 873-4406

Please Print

Date of application \_\_\_\_\_

Birthdate \_\_\_\_\_

Name \_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State ZipCode

Telephone# (\_\_\_\_) \_\_\_\_\_ Cell # (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

Referral Source (How did you hear about us?) \_\_\_\_\_

Do you currently or have you ever held a Commercial Drivers License? \_\_\_yes \_\_\_no # of years held \_\_\_\_\_

Date available for work \_\_\_\_/\_\_\_\_/\_\_\_\_ What is your desired salary range? \$ \_\_\_\_\_

Type of employment desired: \_\_\_Full-Time \_\_\_Part-Time \_\_\_Temporary \_\_\_Seasonal

Driver's license number \_\_\_\_\_ State \_\_\_\_\_ CDL \_\_\_Yes \_\_\_No

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? \_\_\_Yes \_\_\_No

If **yes**, please provide date(s) and details \_\_\_\_\_

**EMPLOYMENT HISTORY** *Starting with your most recent employer, provide the following information:*

Employer \_\_\_\_\_ Telephone # \_\_\_\_\_ Dates employed: Mo. \_\_\_\_ Yr. \_\_\_\_ to Mo. \_\_\_\_ Yr. \_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Starting Wage: \_\_\_\_\_ (hourly or salary?)

Starting job title \_\_\_\_\_ Final job title \_\_\_\_\_ Final Wage: \_\_\_\_\_ (hourly or salary?)

Immediate supervisor and title \_\_\_\_\_ May we contact for reference? \_\_\_yes \_\_\_no \_\_\_later

Why did you leave? \_\_\_\_\_

Summarize the type of work performed and job responsibilities: \_\_\_\_\_

What did you like most about your position? \_\_\_\_\_

What were the things you likes least about the position? \_\_\_\_\_

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Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Starting Wage: \_\_\_\_\_ (hourly or salary?)

Starting job title \_\_\_\_\_ Final job title \_\_\_\_\_ Final Wage: \_\_\_\_\_ (hourly or salary?)

Immediate supervisor and title \_\_\_\_\_ May we contact for reference? \_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_ Later

Why did you leave? \_\_\_\_\_

Summarize the type of work performed and job responsibilities: \_\_\_\_\_

What did you like most about your position? \_\_\_\_\_

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Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Starting Wage: \_\_\_\_\_ (hourly or salary?)

Starting job title \_\_\_\_\_ Final job title \_\_\_\_\_ Final Wage: \_\_\_\_\_ (hourly or salary?)

Immediate supervisor and title \_\_\_\_\_ May we contact for reference? \_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_ Later

Why did you leave? \_\_\_\_\_

Summarize the type of work performed and job responsibilities: \_\_\_\_\_

What did you like most about your position? \_\_\_\_\_

What were the things you likes least about the position? \_\_\_\_\_

**SKILLS AND QUALIFICATIONS**

*Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying:*

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

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## EDUCATION BACKGROUND

Starting with your most recent school attended, provide the following information:

School (include City/State)	Years Completed	Completed	GPA/Class Rank	Major/Minor
		___ Diploma ___ GED ___ Degree _____ ___ Certification _____ ___ Other _____		
		___ Diploma ___ GED ___ Degree _____ ___ Certification _____ ___ Other _____		
		___ Diploma ___ GED ___ Degree _____ ___ Certification _____ ___ Other _____		

## REFERENCES

List names and telephone numbers of three business/work references who are **not** related to you and are **not** previous supervisors. If no applicable, list three schools or personal references who are **not** related to you.

Name	Title	Relationship to you	Telephone	Years Known

## APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with this employee is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice except as may be required by law. This application does not constitute an agreement or contract for employment for any specific period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States of America and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) eliminate me from further consideration for employment, or (2) may result in my immediate discharge from the employer's service, whenever it is discovered.

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**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**LIST OF EXPERIENCE**

**Please complete the following:**

Please check the column that closes describes your experience:

	NO EXPERIENCE (would like to learn)	SOME EXPERIENCE (Still need direction)	MUCH EXPERIENCE (Minimal direction needed)	Comments
Supervision				
Survey/stakeout/building layout				
Equipment operation - list type				
Concrete slab prep				
Concrete footings & foundations				
Welding work				
Rough carpentry				
Plumbing work				
Drainage tile installation				
Septic system installation				
Septic system service				
Driveway installation				
Other skills? - Please list				