

Date: _____ Time: _____

Application for Employment

It is the policy of Guardrails, etc., Inc. to consider all applications without regard to race, religion, color, sex, age, national origin, disability, Vietnam veteran, or other veteran status.

Please complete all items and print in ink.

Position Applied For: _____ Date: _____

Date Available: _____ Days/Hours Preferred: _____ Salary Requested: _____

Referred By: ___ Advertisement ___ Friend ___ Walk In ___ Relative ___ Other(Explain)

Personal Data

Name _____
(Last) (First) (Middle) (Social Security Number)

Address _____
(Street) (City) (State) (Zip)

Home Telephone Number () _____

Are you over the age of 18? ___ Yes ___ No If no please state your date of birth: _____

Are you eligible for employment in the United States? ___ Yes ___ No

Has any time restriction been placed on your eligibility for employment in the US?
___ Yes ___ No

If yes, what restrictions: _____

***Note: If hired, you are required by law to submit proof of identity and eligibility to work in the United States.**

Have you ever been employed by Guardrails, etc. ___ Yes ___ No

If yes give date _____

Do you have any friends/relatives employed by Guardrails, etc. ___ Yes ___ No

If yes, give the name(s)/relationship(s): _____

Drivers License #: _____ State: _____

Personal Data (Continued)

Are you capable of performing the essential functions of the job for which you are applying with reasonable accommodations? _____ Yes _____ No

If no, please describe: _____

Have you ever been convicted of a crime or have been found guilty of a crime?

_____ Yes _____ No

If yes, please explain in detail: _____

***Note: Disclosure of criminal record will not necessarily disqualify you from employment, as a nature of the offense, date and the position for which you are applying will also be considered.**

Military Service Data

Have you ever served in the U.S. Armed Forces? _____ Yes _____ No

If yes, please give the dates of service

From: _____ To: _____ Branch: _____

List special skills/abilities acquired: _____

Education Data

Names & Addresses of School Attended	Dates Attended From To	Did you Graduate?	Type of Degree/Diploma Received or Expected	Major/Minor Fields of Study
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High School

College/University

Graduate School

Education Data (Continued)

Names & Addresses of School Attended	Dates Attended From To	Did you Graduate?	Type of Degree/Diploma Received or Expected	Major/Minor Fields of Study
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Other

List any honors or scholarships received: _____

List professional, trade, business or civic activities and offices held (you may exclude memberships which would reveal sex, race, religion, national origin, age, disability or other protected status):

References

List (with address & phone number) the names of three persons familiar with your character, ability or education for more than one year. Please do not includes friends or relatives.

1. _____

2. _____

3. _____

Employment Record

Please list date of all employment starting with your most recent position. Attach a separate sheet if necessary.

Company Name & Address

Position/Title/Duties

Supervisor's Name/Title/Telephone #

Dates of employment From: _____ To: _____

Salary Starting: _____ Ending: _____

Reason for leaving: _____

Company Name & Address

Position/Title/Duties

Supervisor's Name/Title/Telephone #

Dates of employment From: _____ To: _____

Salary Starting: _____ Ending: _____

Reason for leaving: _____

Company Name & Address

Position/Title/Duties

Supervisor's Name/Title/Telephone #

Dates of employment From: _____ To: _____

Salary Starting: _____ Ending: _____

Reason for leaving: _____

Voluntary Survey

At times, government agencies require periodic reports on the sex, ethnicity, disability, veteran and other protected status of employees and/or applicants. This data is for statistical analysis with respect to the success of Guardrails, etc., Inc. Affirmative Action Program.

SUBMISSION OF THIS INFORMATION IS VOLUNTARY, INCLUSION OR EXCLUSION OF DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

Sex: Male Female

Ethnic Origin: White Hispanic American Indian/Alaskan Native

Black Asian/Pacific Islander Other

Check Any Of The Following That Are Applicable:

Vietnam Era Veteran Disabled Veteran Disabled Individual

Date of Birth: _____

Pre-Employment Physical/Testing Notice

Guardrails, etc., Inc., is committed to maintaining a drug-free workplace. Therefore, all candidates for employment (applicants to whom a contingent offer of employment has been made) are required to complete a medical examination, including testing for drug and alcohol use, by a physician of Guardrails, etc., Inc., choice. Employment is contingent upon a candidate's submission to and successful completion of the medical exam and test.

Applicant's Acknowledgement

I agree to undergo the pre-employment and drug/alcohol test. I understand that the results of such a test will be disclosed only to Guardrails, etc., Inc., Human Resources personnel and other's with a need to know, or as required by law. I understand that if I refuse to consent to testing, fail to provide a urine sample when requested, provide a false or tampered urine sample or fail to successfully complete the physical or drug/alcohol test, I will not be hired in accordance with Guardrails, etc., Inc., policies.

Permission is granted to Guardrails, etc., Inc., to conduct an investigation and to solicit information as to my educational and employment history, character and general reputation, and criminal conviction record. I release Guardrails, etc., Inc., and all persons or organizations from any liability arising from such statements, their solicitation or use.

I understand that this employment application and any other company documents are not contracts of employment and that any individual who is hired may voluntarily leave or be terminated at any time, with or without cause. If terminated, I authorize Guardrails, etc., Inc., to deduct, to the extent permitted by law, any amount which I may owe to Guardrails, etc., Inc. from any amount which Guardrails, etc., Inc., may owe me. I understand that no representative of Guardrails, etc., Inc., except the President, has any authority to offer or to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

I certify that all statements made by me on this application are true and correct to the best of my knowledge and belief. I understand that any false, inaccurate, or omitted statements of a material fact could be a cause for rejection of my application or termination of my employment at any time.

I have read, understand, and by my signature consent to these statements.

Signature of Applicant

Date



GUARDRAILS, etc., Inc.

MARYLAND'S POLYGRAPH-TESTING LAW

MD. Code Ann., Lab. & Empl. § 3-702.

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE-DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLTES THIS LAW IS GUILTY OF A MISDEAMER AND IS SUBJECT TO A FINE NOT EXCEEDING \$100.

Signature

Printed Name

Today's Date



GUARDRAILS, etc., Inc.

Conditions of Employment at Guardrails, etc., Inc.

I, _____ (print name) understand that my employment with Guardrails, etc., Inc., will consist of the following instances and I agree to them;

1. I can and will work Saturdays, if and when needed. _____ (initial)
2. I can and will work nighttime, if and when needed. _____ (initial)
3. I can and will work out-of-town, if and when needed. _____ (initial)

I also understand that if I refuse to comply with any of these conditions, my employment with Guardrails, etc., Inc. will be terminated. I understand and agree to abide by these conditions. _____ (initial)

A representative from the company has offered to read and explain the conditions of this document if I cannot read or do not understand what is written. _____ (initial)

I have read these conditions and understand what is written and decline to have it read to me. _____ (initial)

Signature

Date

Witness

Date