



Harrison & Burrowes Bridge Constructors, Inc.  
 P.O. Box 335  
 Glenmont, NY 12077  
 Ph: 518-465-6254 / Fax: 518-465-3622

*EMPLOYMENT APPLICATION*

**APPLICANT INFORMATION**

We consider applicants for all positions without regard to race, color, religion, creed, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ Position Applying For: \_\_\_\_\_ Desired Salary : \$ \_\_\_\_\_

Are you a citizen of the United States  YES  NO **If no, are you authorized to work in the U.S.?**  YES  NO

Have you ever worked for this company?  YES  NO **If yes, when?** \_\_\_\_\_

Have you ever attended Construction Career Days?  YES  NO **If yes, explain?** \_\_\_\_\_

Have you ever been convicted of a felony?  YES  NO **If yes, explain?** \_\_\_\_\_

If under 18 years old, can you provide proof of eligibility to work?  YES  NO

\*(Persons under 18 years old, MUST provide working papers)

**EDUCATION**

High School: \_\_\_\_\_ Address: \_\_\_\_\_

Did you Graduate:  Yes  No Degree: \_\_\_\_\_

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

Did you Graduate:  Yes  No Degree: \_\_\_\_\_

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

Did you Graduate:  Yes  No Degree: \_\_\_\_\_

**MILITARY SERVICE**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than Honorable, Explain: \_\_\_\_\_

## PROFESSIONAL REFERENCES

Please list three professional references:

**Full Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

## EMPLOYMENT HISTORY

**Company:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_ **Reason for Leaving:** \_\_\_\_\_

May we contact this employer for a reference?  Yes  No

**Company:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_ **Reason for Leaving:** \_\_\_\_\_

May we contact this employer for a reference?  Yes  No

**Company:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_ **Reason for Leaving:** \_\_\_\_\_

May we contact this employer for a reference?  Yes  No

**DISCLAIMER & SIGNATURE**

I certify that the answers given by me are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained in this application for employment may be necessary in arriving at the employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this period should inquire as to whether or not applications are being accepted at that time. I understand that any employment at Harrison & Burrowes Bridge Constructors Inc., us "at will", which means that the Employee may resign at any time and the Employer may discharge Employee at any time, with or without such cause. Such an "at will" relationship may not be changed into any longer term employment obligation except through written contract signed by an executive of Harrison & Burrowes Bridge Constructors Inc.

In the event of employment, I understand that I will be required to abide by all of Harrison & Burrowes Bridge Constructors Inc.'s rules and regulations.

In order to be considered for employment, applicant MUST sign below.

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(Applicant's Signature)

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(Date)

**AFFIRMATIVE ACTION VOLUNTARY SURVEY**

We ask each applicant to voluntarily provide the information requested below. The information will be used for record keeping purposes, **to maintain our Affirmative Action Compliance Program, and required reporting purposes only.** This form will be separated from the application form and will not be used in the employment decision. **This information will be kept separate from your personnel file.** An employment representative will gladly answer any questions that you may have. Thank you for your cooperation.

Applicant (print)	Today's Date
Position Applied for:	Referred by:
<input type="checkbox"/> Male <input type="checkbox"/> Female	Applicant's signature:

**Please Check One Box to Indicate Your Racial Ethnic Background**

- |  |   |
|--|---|
| <p>1. <input type="checkbox"/> <b>White (Not Hispanic or Latino)</b><br/>A person with origins in any of the original peoples of Europe, North Africa or the Middle East</p> <p>3. <input type="checkbox"/> <b>Black or African American (Not Hispanic or Latino)</b><br/>A person having origins in any of the Black racial groups of Africa</p> <p>5. <input type="checkbox"/> <b>Native Hawaiian or other Pacific Islander (Not Hispanic or Latino)</b><br/>A person having origins in any of the Black racial groups of Africa<br/>A person with origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.</p> | <p>2. <input type="checkbox"/> <b>Asian (Not Hispanic or Latino)</b><br/>A person with origins in any of the original peoples of Far East, South East Asia, or the Indian subcontinent , including, for example: Cambodia, China, India, Japan, Malaysia, Korea, Pakistan, Philippine Islands, Thailand and Vietnam.</p> <p>4. <input type="checkbox"/> <b>American Indian or Alaskan Native(Not Hispanic or Latino)</b><br/>A person with origins in any of the original peoples of North or South America (including Central America) who maintain tribal affiliation or community attachment.</p> <p>6. <input type="checkbox"/> <b>Hispanic or Latino</b><br/>A person of Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish Culture or origin regardless of race.</p> <p>7. <input type="checkbox"/> <b>Two or More Races</b><br/>All persons who identify with more than one of the above five races</p> |
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**This portion is NOT An Employment Application**