

# JOB APPLICATION



Charter Construction, Inc. is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

*Please fill out all of the sections below:*

## Applicant Information

Applicant Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State and Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Date of Application: \_\_\_\_\_

## Employment Position

Position(s) applying for: \_\_\_\_\_  
How did you hear about this position? \_\_\_\_\_  
If needed, are you available to work overtime? \_\_\_\_\_  
On what date can you start working if you are hired? \_\_\_\_\_  
Do you have reliable transportation to and from work? \_\_\_\_\_  
Salary desired: \_\_\_\_\_

## Personal Information

Have you ever applied to or worked for Charter Construction, Inc. before? Yes No  
If yes, when?

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

Do you have any friends, relatives, or acquaintances working for Charter Construction, Inc. Yes No  
If yes, state name & relationship:

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

Are you 18 years of age or older? Yes No

Are you a U.S. citizen or approved to work in the United States? Yes No

Will you consent to a mandatory controlled substance test and background screening? Yes No

Do you have any condition which would require job accommodations? Yes No

If yes, please describe accommodations required below.

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### Job Skills/Qualifications

Please list below the skills and qualifications you possess for the position for which you are applying:

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*(Note: Charter Construction, Inc. complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)*

### Education and Training

#### High School

Name	Location (City, State)	Year Graduated	Degree Earned

#### College/University

Name	Location (City, State)	Year Graduated	Degree Earned

#### Vocational School/Specialized Training

Name	Location (City, State)	Year Graduated	Degree Earned

#### Military

Are you a member of the Armed Services? \_\_\_\_\_

What branch of the military did you enlist? \_\_\_\_\_

What was your military rank when discharged? \_\_\_\_\_

How many years did you serve in the military? \_\_\_\_\_

What military skills do you possess that would be an asset for this position?

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**Previous Employment**

**Employer Name:** \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

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

City, State and Zip Code: \_\_\_\_\_

Employer Telephone: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Job Responsibilities/  
Duties Performed: \_\_\_\_\_

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**Employer Name:** \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

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

City, State and Zip Code: \_\_\_\_\_

Employer Telephone: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Job Responsibilities/  
Duties Performed: \_\_\_\_\_

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**Employer Name:** \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

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

City, State and Zip Code: \_\_\_\_\_

Employer Telephone: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Job Responsibilities/  
Duties Performed: \_\_\_\_\_

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**References**

Please provide 3 personal and professional reference(s) below:

Reference	Contact Information

I certify that the statements and information furnished by me in this application are true and correct. I understand that omitted, false or misstated statements on this application are grounds for refusal to hire, or dismissal, at any time the Company becomes aware of the omitted, falsified, or misstated information.

I understand that Charter Construction, Inc. is not obligated to provide me with employment and that I am not obligated to accept employment. I understand that nothing contained in this application, or conveyed during any interview that may be granted, or during my employment, if hired, is intended to create a contract for continued employment with Charter Construction, Inc., except as required by applicable federal, state, and local law. In addition, if an employment relationship is established, unless I am employed in Montana, I acknowledge that my employment and compensation can be terminated, with or without cause, and with or without notice at any time, at the option of either the Company or myself, and that this cannot be altered except by an express written agreement signed by myself and a designated officer of the Company. I further understand and agree that no manager or other representative of the Company has the authority to make any verbal promises or commitments to me with respect to any term, condition, or privilege of my employment including compensation. I further understand that no policy, benefit, or procedure contained in any employee handbook creates a contract for continued employment. I understand and agree that, if hired, I will be required to abide by all rules and regulations of Charter Construction, Inc. and that my wages, benefits and conditions of employment can be changed by the Company at any time in its sole discretion.

I agree and hereby authorize Charter Construction, Inc. to conduct a background inquiry to verify the information on this application and any Company form completed by me. I authorize all previous employers or other persons who have knowledge of me or my records, to release such information to Charter Construction, Inc. or their agents. I understand that I will be given a separate standalone document consisting solely of a disclosure detailing the background check that will be conducted by any third party.

While I understand that this application will be kept on file for a period of up to one year, I further understand that this application will be considered active for a period not to exceed ninety (90) days. I understand that if I wish to be considered for employment beyond this period, I should inquire as to whether or not applications are being accepted for the position for which I am interested and, if so, submit a new application.

Applicant Signature: \_\_\_\_\_ Dated: \_\_\_\_\_