



U.S. GROUP, INC.

APPLICATION for EMPLOYMENT

U. S. Group, Inc. is an Equal Opportunity Employer. All applicants are provided equal access to programs, services, and employment. Applicants requiring reasonable accommodation to the application/interview process should notify the human resources department.

(Applications remain "active" for 30 days.)

Name: _____ Social Security #: _____
Last First MI

Address: _____
Street City State Zip

Telephone: _____ Cell/Mobile/Beeper: _____

Application Date: _____ E-mail Address: _____

Best time to call you at home: _____ a.m./p.m. Permission to contact you at work: ___ Yes ___ No

Have you submitted USG application previously? ___ Yes ___ No

Have you worked at USG previously? ___ Yes ___ No If so, when? _____
From To

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

Date available for work: _____ Do you have transportation to work site? ___ Yes ___ No

Will you work overtime as required? ___ Yes ___ No If "No," explain: _____

Refer to list below and specify position type applied for:

- _____ Management Title: _____
- _____ Professional Title: _____
- _____ Administrative/Clerical Title: _____
- _____ Construction See below

Construction job(s) applying for:

- _____ Laborer
- _____ Heavy Equipment Operator
- _____ Pipe Layer
- _____ Concrete Mason/Finisher
- _____ Truck Driver (CDL) CDL Class: _____ Valid Now: ___ Yes ___ No
- _____ Maintenance (Lube Technician)
- _____ Mechanic
- _____ Survey Instrument Technician
- _____ QC/Test Technician

If applying for a heavy equipment operator position, you must identify tractor types to which you are proficient at operating in a "production" capacity:

- _____ Roller
- _____ Back-hoe
- _____ Wheel Loader (Front End)
- _____ Pan (Scraper)
- _____ Dozer Are you a skilled "Fine/Finish" dozer operator? ___ Yes ___ No
- _____ Track-hoe Are you a skilled "Fine/Finish" track-hoe operator? ___ Yes ___ No
- _____ Motor Grader Are you a skilled "Fine/Finish" motor grader operator? ___ Yes ___ No
- _____ Grade-All

Are you able to perform the “Essential Functions” of the job for which you are applying (with or without reasonable accommodation?)

This question is NOT designed to obtain information about an applicant’s disability. Please, do not provide information about the existence of a disability, particular accommodation, or whether an accommodation is necessary. Such issues may be addressed at a later time, consistent with guidelines permitted by law.

Yes No Need more information about job’s “Essential Functions” to respond

Driver’s license # required if driving may be required by the job for which you are applying:

Driver’s License #: _____ State: _____ Expiration: _____

Have you been bonded? Yes No

Have you ever pled “guilty” or “no contest” to, or been convicted of a crime? Yes No If “Yes,” provide date(s) and details:

Answering “yes” to the above question does NOT constitute an automatic exclusion to employment consideration. Factors such as offense date, seriousness and nature of violation, rehabilitation, and position applied for will be taken into account.

EDUCATIONAL BACKGROUND:

School (include City/State)	Years Completed	Achievement	GPA (Rank)	Major/Minor
		<ul style="list-style-type: none"> • <input type="checkbox"/> GED • <input type="checkbox"/> Diploma • <input type="checkbox"/> Degree • <input type="checkbox"/> Certification • <input type="checkbox"/> Other 		
		<ul style="list-style-type: none"> • <input type="checkbox"/> GED • <input type="checkbox"/> Diploma • <input type="checkbox"/> Degree • <input type="checkbox"/> Certification • <input type="checkbox"/> Other 		
		<ul style="list-style-type: none"> • <input type="checkbox"/> GED • <input type="checkbox"/> Diploma • <input type="checkbox"/> Degree • <input type="checkbox"/> Certification • <input type="checkbox"/> Other 		
		<ul style="list-style-type: none"> • <input type="checkbox"/> GED • <input type="checkbox"/> Diploma • <input type="checkbox"/> Degree • <input type="checkbox"/> Certification • <input type="checkbox"/> Other 		

Explain any gaps in your employment, other than those due to personal illness, injury or disability?

SKILLS & QUALIFICATIONS:

List special training, skills, licenses, and/or certifications relevant to the job to which you applied:

- _____
- _____
- _____

COMPUTER SKILLS:

- Word Processing
- Spreadsheet
- Presentation
- E-mail
- Internet
- Other: _____

EMPLOYMENT HISTORY:

Employer: _____ Tele #: _____
Address: _____ City: _____ State: _____
Immediate Supervisor: _____ Permission to contact: ___Yes ___No
Why did you leave? _____
Summarize type work performed:

Employment dates From _____ To _____ Starting Compensation: _____ Ending Compensation: _____
Permission to reference check: ___Yes ___No

Employer: _____ Tele #: _____
Address: _____ City: _____ State: _____
Immediate Supervisor: _____ Permission to contact: ___Yes ___No
Why did you leave? _____
Summarize type work performed:

Employment dates From _____ To _____ Starting Compensation: _____ Ending Compensation: _____
Permission to reference check: ___Yes ___No

Employer: _____ Tele #: _____
Address: _____ City: _____ State: _____
Immediate Supervisor: _____ Permission to contact: ___Yes ___No
Why did you leave? _____
Summarize type work performed:

Employment dates From _____ To _____ Starting Compensation: _____ Ending Compensation: _____
Permission to reference check: ___Yes ___No

Employer: _____ Tele #: _____
Address: _____ City: _____ State: _____
Immediate Supervisor: _____ Permission to contact: ___Yes ___No
Why did you leave? _____
Summarize type work performed:

Employment dates From _____ To _____ Starting Compensation: _____ Ending Compensation: _____
Permission to reference check: ___Yes ___No

REFERENCES:

Name	Title	Relationship to You	Telephone #	Years Known

JOB RELATED MEMBERSHIP:

Organization	Office(s) Held

Is there any other job-related information you want to share with USG?

APPLICANT STATEMENT:

I certify that all information provided in order to apply for and secure work with U. S. Group, Inc. is true, complete, and correct.

I hereby authorize, without reservation, U. S. Group, Inc., its representatives, employees or agents to contact and obtain from all references (personal & 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 U. S. Group, Inc., its agents, employees or representatives, for seeking and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations, or organizations for furnishing gathered information about me.

I recognize and understand that U. S. Group, Inc. does not unlawfully discriminate in employment, and no question on this application is used for the purpose of limiting or eliminating me from employment consideration on the basis of applicable federal, state, and local laws.

I understand that this application remains “active” for 30 days. At the conclusion of that time, if I have not heard from U. S. Group, Inc. and remain interested in employment, it will be necessary for me to reapply and complete a new application.

If hired, I understand that employment is at-will. This means that I am free to resign at any time, with or without cause and with or without prior notice. Likewise, I understand that U. S. Group, Inc. 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 specified period of time. I understand that no member of management, supervision, or representative of U. S. Group, Inc. is authorized to make any assurances contrary to the at-will employment principle, defined herein, and that no implied oral or written agreement exists between me and U. S. group, Inc., unless provided in writing and signed by the president of the company.

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

I understand that any information I provide, if found false, incomplete, or misrepresented in any manner or respect, will be sufficient cause to (1) eliminate me from further employment consideration, or (2) may result in my immediate discharge from U. S. Group, Inc’s service, whenever discovered.

DO NOT SIGN UNTIL YOU READ AND FULLY UNDERSTAND THE “APPLICANT STATEMENT” ABOVE

I certify that I have read, fully understand, and accept the terms specified in the “Applicant Statement.”

Applicant Signature: _____

Date: _____

