



APPLICANT DATA RECORD

Applicants are considered for all positions, and employees are treated during their employment without regard to race, color, creed, religion, sex, national origin, age, marital status, military status or any on-the-job related handicap or medical condition.

As an employer taking affirmative action to ensure the removal of any possible discrimination and to help comply with governmental record-keeping requirements, we would appreciate you completing this form. However, COMPLETION OF THIS FORM IS STRICTLY VOLUNTARY. This data will be physically separated from your job application before the application is considered for employment. This information will be kept in a confidential file without your name on it, separate from your application for employment.

Date: _____ Position(s) Applied For: _____

How Were You Referred to Ebert Construction Co., Inc.?

_____ Saw newspaper advertisement
_____ An employment agency
_____ A relative or friend employed by this company
_____ Walk In
If so, who referred you? _____
_____ Other _____

PERSONAL TRAITS:

Check One: _____ Male _____ Female

Check One: _____ White _____ Black _____ Hispanic
_____ Asian/Pacific Islander _____ American Indian/Alaskan Native



IMPORTANT NOTICE FOR APPLICANT

1. Complete the entire application (front and back).
 2. Be certain others can read your application. Please print.
 3. Completion of an application does not ensure that you will be interviewed or hired, but that you will be considered for vacancies available within your stated occupational preferences or other suitable positions.
 4. Applications are active for the current calendar year only.
 5. If offered employment, you must provide documentation of your identity and eligibility to work in the U.S. within three (3) days from your first day worked; pursuant to the Immigration Reform and Control Act of 1986. (A driver's license and social security card will satisfy this requirement; however, other documents may also be used.)
 6. If offered employment that requires highway driving, you must present a valid driver's license.
 7. If offered employment, you must provide a valid social security card.
 8. If offered employment, you must complete a substance abuse test; the results of which are satisfactory to Ebert Construction Co., Inc.
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Acknowledgement and Attestation

I understand that a payroll deduction of \$50.00, for substance abuse test fees, will be withheld from any compensation owed to me in the event my employment is terminated for any reason prior to the completion of two hundred hours of service.

I hereby represent that all information provided with my application is correct and complete to the best of my knowledge. I understand that any incorrect or false statements of information furnished by me may void the application or subject me to discharge at any time after employment. I understand that if offered employment, my employment will be for no specified period and may be terminated by the company or me at any time with or without cause. I also hereby permit my present and prior employers to divulge any relevant personal information from my personnel file(s) to Ebert Construction Co., Inc.

Signature of Applicant: _____ Date: _____

This page must be attached to the Application for Employment.

General

Job Related Skills (Types of equipment and length time operated):

Do you have a driver's license? _____ If so, indicate class and endorsements: _____

Former Employers

List below your last three employers, starting with the most recent one.

Date Month and year	Name and Address of Employer	Salary (Upon leaving)	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				

References

List below at least two persons not related to you, whom you have known for at least one year.

Name	Relationship to Applicant	Address	Years Acquainted	Occupation

Authorization

I authorize investigation regarding all statements contained in this application. I understand that misrepresentation of information requested is cause for dismissal. Further I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without cause and without any previous notice.

Date: _____

Signature: _____



Phone 785-456-2455

Fax 785-456-2017

email@ebertconstruction.com

Earthmoving since 1958

To: Employees, Applicants for Employment, Potential Employees, Subcontractors, Vendors, Minority & Female Referral Agencies and EEO Compliance Officers

Resolved, that it is and will continue to be the policy of Ebert Construction Co., Inc., Wamego, Kansas not to discriminate against any applicant for employment, or any employee, because of race, color, religion, national origin, veteran status, handicap, age, or sex. We will take affirmative action to insure that this policy is implemented, particularly with regard to employment, upgrading, demotion, transfer, recruitment and recruitment advertising, layoff and termination, compensation, training, and working conditions.

We will continue to make it understood by the employment entities with whom we deal, and in our employment opportunity announcements that the foregoing is our policy, and that applicants and employees will continue to be compensated, trained, advanced, demoted, terminated, hired and transferred solely on the basis of their skill, devotion, loyalty, honesty, reliability, and integrity.

All present employees are requested to encourage minorities, women, military veterans and qualified handicapped persons to make application for employment with this company. It is also the policy of the company to satisfy special accommodations for qualified handicapped individuals.

It is the policy of this company to ensure and maintain a working environment free of harassment, intimidation, and coercion at all sites, and in all facilities at which our employees are assigned to work. This policy will be rigidly adhered to at all times. Any violation of this policy should be reported immediately to your supervisor or the company EEO officer.

It is the policy of this company that all facilities and company activities are non segregated except that separate or single-user toilet and necessary changing facilities shall be provided to assure privacy between the sexes.

This company is bound to live up to the provisions of the Civil Rights Act of 1964 and 1991, as amended, Executive Order No. 11246, and The Americans with Disabilities Act of 1990. Anyone who believes he or she has been discriminated against should report this fact promptly. Any complaint of alleged discrimination by this company, its supervisors or employees, or any person or organization acting on behalf of the company, should immediately be called to the attention of the company EEO officer.

The company EEO Officer is: Dirk Riniker, PO Box 198, Wamego, Kansas, 785-456-2455.

A handwritten signature in black ink that reads "Dirk Riniker". The signature is written in a cursive style with a large, sweeping initial "D".

Dirk Riniker, President

This Employer Participates in E-Verify



This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9.

In order to determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo screening tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the verification process based upon your national origin or

citizenship status, please call the Office of Special Counsel at 1-800-255-7688 (TDD: 1-800-237-2515).

NOTICE:

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

Employment Verification.  **Done.**

For more information on E-Verify, please contact DHS at:
1-888-464-4218



E-VERIFY IS A SERVICE OF DHS AND SSA

IF YOU HAVE THE RIGHT TO WORK, Don't let anyone take it away.



If you have a legal right to work in the United States, there are laws to protect you against discrimination in the workplace.

You should know that –

No employer can deny you a job or fire you because of your national origin.

Unless mandated by law or government contract, employers cannot require you to be a U.S. Citizen or permanent resident or refuse any legally acceptable documents.

If any of these things have happened to you, you may have a valid charge of discrimination that can be filed with the OSC. Contact the OSC for assistance in your own language.

Call 1-800-255-7688. TDD for the hearing impaired is 1-800-237-2515.

In the Washington, D.C., area, please call 202-616-5594, TDD 202-616-5525

Or write to:
U.S. Department of Justice
Office of Special Counsel - NYA
950 Pennsylvania Ave., N.W.
Washington, DC 20530

**U.S. Department of Justice
Civil Rights Division**

Office of Special Counsel for
Immigration-Related Unfair
Employment Practices

