



## 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.*



# APPLICATION FOR EMPLOYMENT

Please complete both sides of this form and return to:  
Ebert Construction Co., Inc.  
PO Box 198, 103 W. Valley Street  
Wamego, KS 66547-0198  
Phone (785) 456-2455 Fax (785) 456-2017

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age, sex, religion, handicap, or veteran status.

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## Personal Information

Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Current Address: \_\_\_\_\_  
Street City State Zip

Phone Number: \_\_\_\_\_ Are you at least 18 years old? \_\_\_\_\_

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## Employment Desired

Position \_\_\_\_\_ Date you can start: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Are you employed now? \_\_\_\_\_ If so, may we contact your current employer? \_\_\_\_\_

Have you ever applied to this company before? \_\_\_\_\_ When? \_\_\_\_\_

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## Education

	Name and location of school	Circle last year completed	Did you graduate?	Subjects studied and degree(s) received
High School		1 2 3 4		
College or Other		1 2 3 4		

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**General**

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

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

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**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				

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**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

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**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](mailto: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.

  
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Dirk Riniker, President