

GENEVA CONSTRUCTION COMPANY, INC.
PO BOX 998, INDIAN TRAIL & ROUTE 25
AURORA, ILLINOIS 60507



APPLICATION FOR EMPLOYMENT

Position Applied for _____ Date _____

Geneva Construction Company is an Equal Opportunity Employer

Geneva Construction Company, Inc. (the "Company") considers all applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or status as a Vietnam-era or special disabled veteran in accordance with federal law. In addition, the Company complies with applicable state and local laws prohibiting discrimination in employment in every jurisdiction in which it maintains facilities. The Company also provides reasonable accommodation to individuals with a disability in accordance with applicable laws.

Name Social Security Number

Current Address Street City State Zip Code

Apartment Number Telephone Number Referred by

Drivers License Number Union Number (i.e. 149, 150, 502)

Are you over age 18? Yes No . If not, state your age _____

Do you want to work Full-Time Part-Time ? If Part-Time, specify days and hours:

Are you willing to work overtime as necessary? Yes No

Date you can start: _____ Salary desired: _____

Have you ever been employed by Geneva Construction Company? Yes No

If Yes, when? _____ At What Location? _____

Is there anything that would prevent you from performing in a reasonable and safe manner the activities involved in the position for which you have applied? Yes No

If yes, please explain:

Federal laws require that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with such laws, the Company will verify the status of every individual offered employment with the Company. In this connection, all offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization.

Are you currently authorized to work for all employers in the United States on a full-time basis, or only for your current employer? All Employers Current employer only .

State name of any relative in our employ. _____

RECORD OF EDUCATION

SCHOOL	NAME AND ADDRESS OF SCHOOL	NUMBER OF COURSE OF STUDY	YEARS COMPLETE	DID YOU GRADUATE?	DIPLOMA OR DEGREE RECEIVED

MILITARY SERVICE RECORD

Have you ever served in the U.S. Armed Forces? Yes No . Just duties in the Service, Including special training, that is relative to the position for which you have applied.

SKILLS (that you believe are related to the job for which you are applying)

Shorthand _____ w.p.m. Typing _____ w.p.m.

Other Office equipment _____

Are there any experiences, skills, or abilities that you feel especially qualify you for work with our company?

PRIOR WORK HISTORY (List in order with current or last employer first.) Account for your entire employment history and for any gaps in your employment.

Dates From - To	Name, Address, and Telephone no. of Employer	Supervisor's Name/Title	Reason for Leaving

Describe in detail the work Performed: _____

Dates From - To	Name, Address, and Telephone no. of Employer		Supervisor's Name/Title	Reason for Leaving

Describe in detail the work Performed: _____

Dates From - To	Name, Address, and Telephone no. of Employer		Supervisor's Name/Title	Reason for Leaving

Describe in detail the work Performed: _____

Dates From - To	Name, Address, and Telephone no. of Employer		Supervisor's Name/Title	Reason for Leaving

Describe in detail the work Performed: _____

PERSONAL REFERENCES (excluding relatives)

	Name and Occupation	Dates Known	Address	Telephone Number
1				
2				
3				

PRE-EMPLOYMENT STATEMENT (PLEASE READ VERY CAREFULLY BEFORE SIGNING BELOW)

I understand and voluntarily agree that:

1. The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, termination from Geneva Construction Company Inc.'s employ.
2. Any offer of employment I may receive from Geneva Construction Company Inc. is contingent upon my successful completion of the Company's total pre-employment screening process, including the Company's receiving references that it considers satisfactory, and my satisfactory completion of any post-job offer pre-employment physical examination that the Company may require.
3. I understand that as a condition of employment, I may be required to undergo and successfully pass a screening for alcohol and/or drugs.
4. In processing my application for employment, the Company may verify all the information provided by me.
5. I authorize and request that all of my present and former employers and those individuals I have listed as personal references furnish information about my employment record. Including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment, hereby releasing them from any liability for damages arising from furnishing the requested information.
6. In consideration of my employment, I agree to comply with the policies, rules, regulations, and procedures of the Company and understand that my employment and compensation can be terminated with or without cause or notice, at any time, at the option of either the Company or me. I further understand that no manager or representative of the Company, other than the President, has any authority to enter into any agreement with me for employment for any specified period or to make any agreement different from or contrary to any Company policy. I further understand that any such agreement, if made, shall not be enforceable unless it is in writing and signed by me and the individual designated above.

SIGNATURE _____

DATE _____