



12001 N. Central Expy. Ste. 110  
Dallas, TX 75243

## APPLICATION for EMPLOYMENT

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Company. This application can be dropped off at the company address or emailed to [pscott@hutchinsoncompanies.com](mailto:pscott@hutchinsoncompanies.com) and [zdevaney@hutchinsoncompanies.com](mailto:zdevaney@hutchinsoncompanies.com).

Position applied for \_\_\_\_\_ Date of application \_\_\_\_\_

### Please Print

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

Address \_\_\_\_\_  
Street City State Zip Code

Telephone# ( ) Cell# ( ) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Gender: DOB: // \_\_\_\_\_ Social Security/ITIN#----- \_\_\_\_\_

If you do not have a social security number, have you applied for one? yes no  
*If yes, proof will need to be provided to employer.*

Referral Source (How did you hear about us?) \_\_\_\_\_

If you are under 18, and it is required, can you furnish a work permit? yes no \_\_\_\_

If no, please explain \_\_\_\_\_

Have you ever been employed here before? yes no If yes, give dates and supervisors \_\_\_\_\_

Are you legally eligible for employment in this country? yes no \_\_\_\_

Date available for work / / What is your desired salary range? \$ \_\_\_\_\_

Type of employment desired: Full-Time Part-Time Temporary Seasonal  
\_\_\_\_\_

Equipment you are able to operate \_\_\_\_\_ Years of experience \_\_\_\_\_

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





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Employer \_\_\_\_\_ Telephone# \_\_\_\_\_  
 Dates employed: Mo.Yr.to Mo.Yr. \_\_\_\_ \_\_\_\_ \_\_\_\_  
 \_\_\_\_\_ Street addressCity \_\_\_\_\_ State \_\_\_\_\_  
 Starting Wage: (hourly or salary?) \_\_\_\_\_  
 Starting job title \_\_\_\_\_  
 Final job title \_\_\_\_\_  
 Final Wage: (hourly or salary?) \_\_\_\_\_  
 Immediate supervisor and title \_\_\_\_\_  
 May we contact for reference? yes no later \_\_\_\_ \_\_\_\_  
 Why did you leave? \_\_\_\_\_  
 Summarize the type of work performed and job responsibilities: \_\_\_\_\_  
 \_\_\_\_\_  
 What did you like most about your position? \_\_\_\_\_  
 \_\_\_\_\_  
 What were the things you liked least about the position? \_\_\_\_\_  
 \_\_\_\_\_

Employer \_\_\_\_\_ Telephone# \_\_\_\_\_  
 Dates employed: Mo.Yr.to Mo.Yr. \_\_\_\_ \_\_\_\_ \_\_\_\_  
 \_\_\_\_\_ Street addressCity \_\_\_\_\_ State \_\_\_\_\_  
 Starting Wage: (hourly or salary?) \_\_\_\_\_  
 Starting job title \_\_\_\_\_  
 Final job title \_\_\_\_\_  
 Final Wage: (hourly or salary?) \_\_\_\_\_  
 Immediate supervisor and title \_\_\_\_\_  
 May we contact for reference? yes no later \_\_\_\_ \_\_\_\_  
 Why did you leave? \_\_\_\_\_  
 Summarize the type of work performed and job responsibilities: \_\_\_\_\_  
 \_\_\_\_\_  
 What did you like most about your position? \_\_\_\_\_  
 \_\_\_\_\_  
 What were the things you liked least about the position? \_\_\_\_\_  
 \_\_\_\_\_

**SKILLS AND QUALIFICATIONS**

*Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying:*

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

Computer Skills (Check where appropriate. Include software titles and years of experience.)

____ Word Processing _____	Years: _____
____ E-Mail _____	Years: _____
____ Spreadsheet _____	Years: _____
____ Internet _____	Years: _____
____ Presentation _____	Years: _____
____ Other _____	Years: _____



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**EDUCATIONAL BACKGROUND**

*Starting with your most recent school attended, provide the following information:*

School (include City/State)	Years Completed	Degree Type	GPA/Class Rank	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

**REFERENCES**

*List names and telephone numbers of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three schools or personal references who are not related to you.*

Name	Title	Relationship to you	Telephone	Number of Years Known

Please state briefly why you want to work at Hutchinson Construction, LLC.:

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Hutchinson Companies, LLC. is an equal opportunity employer and selects the best matched individual for the job based upon job related qualifications, regardless of race, color, creed, gender, national origin, age, disability, sexual orientation, or other protected groups under state, federal, or local Equal Opportunity laws.

I understand and agree that:

1. Business needs may at any time make the following conditions mandatory; overtime, travel.
2. Employment with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.
3. My signature authorizes Hutchinson Construction, LLC. to make such investigation and inquiries of my personal, employment, or financial history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my employment.
4. In the event of employment, I understand that false or misleading information given in my application(s) or interview(s) may result in my termination. I understand also that I am required to abide by all rules and regulations of Hutchinson Construction, LLC., as permitted by law.
5. I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States of America and that federal immigration laws require me to complete an I-9 Form in this regard.
6. Hutchinson Construction, LLC. maintains policy that applicants for employment may be required to submit to a urinalysis screening test after the decision is made to hire and a conditional offer of employment has been made. If you refuse to take the test or the test confirms a positive result, your conditional offer of employment will be rescinded, or you will be terminated.

APPLICANT STATEMENT

I have read and understand the above; I also certify that answers given herein are true and complete to the best of my knowledge.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) eliminate me from further consideration for employment, or (2) may result in my immediate discharge from the employer’s service, whenever it is discovered.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Applicant’s Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



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## Hutchinson Construction, LLC.

An Equal Opportunity, Affirmative Action Employer

### Applicant Survey Form

Last name	First name	Middle initial(s)
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Date	Position(s) for which you are applying
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Please read carefully:

As an affirmative action employer, we must monitor our equal employment opportunity and affirmative action program and report the results to government agencies. Please help us gather this information by identifying your sex, race or ethnicity, and disability status on this form.

Providing this information is completely voluntary.

If you choose not to provide some or all of this information, you will not be subject to any negative or adverse treatment.

The information you provide will be used only to monitor our compliance with equal opportunity laws and regulations and *for no other purpose*. \* When we receive this form, we will immediately place it in a confidential file separate from your application. If you wish, you may mail this form to us in an envelope separate from the one that contains your application.

Race/Ethnicity – Select one or more

- American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American: A person having origins in any of the black racial groups of Africa.  Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Disability - Are you a person with a disability?

- Yes
- No

Sex  Select one

- Female
- Male
- Other

\* This form is not used for employment decisions. If you have a disability and need an accommodation so that you can perform the duties of the job for which you are applying, please notify us in some other manner.