



8848 Greenville Ave
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 jahutchinson@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
_____	_____
_____	_____
_____	_____
_____	_____

What were the things you liked least about the position?



8848 Greenville Ave □
Dallas, TX 75243

Employer _____ Telephone# _____
Dates employed: Mo. _____ Yr. ____ to Mo. _____ Yr. ____
Street address _____ City _____ 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 address _____ City _____ 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: _____



8848 Greenville Ave □
Dallas, TX 75243

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.:



8848 Greenville Ave □
Dallas, TX 75243

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 ____/____/____



8848 Greenville Ave □
Dallas, TX 75243

Hutchinson Construction, LLC.

An Equal Opportunity, Affirmative Action Employer

Applicant Survey Form

Last name	First name	Middle initial(s)
-----------	------------	-------------------

Date	Position(s) for which you are applying
------	--

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. 0 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.