



# APPLICATION FOR EMPLOYMENT

Revised December 2014

## CONSTRUCTION & ENVIRONMENTAL

Thank you for considering Maven Construction and Environmental, LLC in your job search. Maven is an equal employment opportunity employer and does not discriminate on the basis of sex, age, race, color, gender, sexual orientation, religion, national origin, mental and/or physical disability, marital status, or uniformed service status.

No application will be rejected as a result of a disability that, with reasonable accommodation, does not prevent performance of the essential job duties.

### INFORMATION SUBMITTED IS CONFIDENTIAL

Please complete the application by printing or typing in dark ink.

### BEFORE FILLING OUT AN APPLICATION WITH MAVEN CONSTRUCTION AND ENVIRONMENTAL, LLC:

1. All areas of the application must be filled out completely and accurately. Please fill in the required information directly on the application and do not indicate "see resume."
2. If you are offered a position with Maven, be aware that we may verify all of the information that you have written on the application, as well as your resume. If there is a discrepancy in your information, the job offer may be withdrawn. It is important to be sure that what you have written and submitted is accurate.
3. If you have any questions about completing the application, it is important to contact the Human Resource Department at 812-636-9130.

### RETURN COMPLETED APPLICATION AND RESUME TO

MAVEN CONSTRUCTION AND ENVIRONMENTAL, LLC  
ATTN: HUMAN RESOURCE MANAGER  
106 SOUTH OAK STREET, P.O. BOX 427  
ODON, IN 47562

### APPLICANT ACKNOWLEDGEMENT

My signature below indicates that I have read and understand the importance of supplying accurate information on the application. I am also aware of the possibility of an offer of employment being withdrawn if any of the information is not correct.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name*

**PLEASE NOTE: It is important that you complete all parts of the application. If your application is incomplete or does not clearly show the experience and/or training required, your application may not be accepted. If you have no information to enter in a section, please write N/A.**

### Name and Address

Name (First, MI, Last)	Social Security Number
Mailing Address	
City, State, and Zip Code	
Telephone	Alternate Phone
Facebook/Twitter	Email

### Job Type

#### Days/hours available to work

<input type="checkbox"/> Any Day	<input type="checkbox"/> Mon.	<input type="checkbox"/> Tues.	<input type="checkbox"/> Wed.	<input type="checkbox"/> Thurs.	<input type="checkbox"/> Fri.	<input type="checkbox"/> Sat.	<input type="checkbox"/> Sun.
I am seeking a:		<input type="checkbox"/> Full-time job		<input type="checkbox"/> Part-time job		<input type="checkbox"/> Full- or Part-time	
How many hours can you work weekly?				Can you work nights?		Date available to begin:	

### Additional Information

Have you ever been employed by this organization in the past?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of a crime?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed and type(s) of rehabilitation:			
Do you have a driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No		Driver's license number	Issued in what state?
What is your means of transportation to work:		Type of Driver's License: <input type="checkbox"/> Operator <input type="checkbox"/> Commercial (CDL) <input type="checkbox"/> Chauffeur	
Have you had any accidents during the past three years? <input type="checkbox"/> Yes <input type="checkbox"/> No		How many?	
Have you had any worker's compensation claims during the past five years?		How many?	

Education				
School	Location (mailing address)	Years Completed	Major	Degree or Diploma
<b>High School</b>				
<b>College or Business/Trade School</b>				
<b>Military</b>				
<b>Have you even been in the Armed Forces?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date entered
Branch of Service			Discharge date	
Specialty				
<b>Are you now a member of the National Guard?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Veteran Status:</b>	<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Vietnam Era Veteran	<input type="checkbox"/> Other Veteran	

### Work Experience

*Please list ALL work experience beginning with your most recent job held. Attach additional sheets if necessary.*

Company	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone number	Your last job title	
Reason for leaving (be specific)		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Company	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone number	Your last job title	
Reason for leaving (be specific)		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

<b>Work Experience (continued)</b>		
Company	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone number	Your last job title	
Reason for leaving (be specific)		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>References</b>		
<i>Please include name, phone number, and circumstances of your acquaintance. Exclude relatives and former employers.</i>		
1.		
2.		
3.		
4.		

**Please read carefully, initial each paragraph and sign below:**

\_\_\_\_\_ I certify that I have answered the application questions truthfully and have not withheld any information relative to my application. I understand that any falsification, misrepresentation, or omission, as well as any misleading statement or omissions of the application information, attachments, and supporting documents generally will result in denial of employment or immediate termination, if discovered after hire.

\_\_\_\_\_ I authorize Maven to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment, and further authorize the references I have listed to disclose to the company and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I release Maven Construction and Environmental, LLC, and all other persons, corporations, partnerships and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ I authorize Maven to investigate whether I have a criminal record of convictions, and, if so, the nature of such convictions and all the surrounding circumstances of the conviction. Maven has **advised** me that any criminal background check will focus on convictions, and that a criminal **record** will not necessarily disqualify me from employment.

\_\_\_\_\_ If hired, I recognize the rules and policies of Maven Construction and Environmental, LLC. I understand that my employment and compensation can be terminated at any time, with or without cause, and with or without notice, at the option of Maven. I understand that the CEO/Managing Member of Maven is the only person who will ever have the authority to create any terms of employment and/or to enter into any employment contract and that all such contracts must be writing and signed by both parties. However, I also understand that unless otherwise stated in an employment contract, the company may change, withdraw and interpret other policies (including wages, hours and working conditions) as it deems appropriate.

\_\_\_\_\_ If hired and issued company property, I understand that upon termination of employment for any reason that on or before the termination date, I will deliver to the company (and not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, credit cards, materials, tools, equipment, other documents or property or reproductions of such items developed by me pursuant to employment with Maven Construction & Environmental or otherwise belonging to the company, its successors or assigns.

\_\_\_\_\_ I understand and acknowledge that I may be required to submit to a physical examination, including drug testing. Additionally, I hereby authorize the release of the results of such an examination to Maven for their use in evaluating my suitability for employment. Further, I release the examining facility and Maven from any and all liability, and from any damage that may result from the release of such information.

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name*

