



A&M Construction Co Inc.
Employment Application Form

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE

Please mail completed application to: 36 West Water Street, Wakefield, MA 01880
Or fax application to:(781) 246-0315, or
Email to: accounting@amconstructionco.com

OFFICE USE ONLY:
Date Received:
Reviewed By:

PLEASE COMPLETE PAGES 1-6.

Date: \_\_\_\_\_

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

Present Address: \_\_\_\_\_
Number Street City State Zip

How long at current address? \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Are you under age 18? [ ] Yes [ ] No

If yes, can you provide proof of your eligibility to work? [ ] Yes [ ] No

Are you currently authorized to work in the United States? [ ] Yes [ ] No

Proof of eligibility will be required if hired.

Position applied for: (1) \_\_\_\_\_

Days/Hours available to work:

Wage desired: (2) \_\_\_\_\_

- No Pref [ ] Thur [ ]
Mon [ ] Fri [ ]
Tue [ ] Sat [ ]
Wed [ ] Sun [ ]

(Be Specific)

How many hours can you work weekly? \_\_\_\_\_

Employment desired: [ ] Full-time only [ ] Part-time only [ ] Full- or Part-time

When are you available to start work? \_\_\_\_\_

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<b>Type of School</b>	<b>Name of School</b>	<b>Location</b> (complete mailing address)	<b>Number of Years Completed</b>	<b>Major &amp; Degree</b>
<b>High School</b>				
<b>College</b>				
<b>Business/ Trade School</b>				
<b>Professional School</b>				

Additional information pertaining to certificates-programs completed or Professional Licenses:

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Do you have a valid U.S. Driver's License?  Yes  No

What is your means of transportation to work? \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State of Issue: \_\_\_\_\_

Operator  Commercial (CDL)

Expiration Date: \_\_\_\_\_

Have you had any accidents during the past three years?  Yes  No

How many? \_\_\_\_\_

Have you had any moving violations during the past three years?  Yes  No

How many? \_\_\_\_\_

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**OFFICE POSITIONS ONLY**

Typing?  Yes  No \_\_\_\_\_ WPM

Personal computer?  Yes  No  PC  Mac

10-key?  Yes  No Word Processing?  Yes  No

Other Skills: \_\_\_\_\_

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Please list two references other than relatives:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_

Telephone: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_

Please use this space to elaborate on any background, experience, or qualifications that you believe should be considered in evaluating your qualifications for employment. You may include hobbies, volunteer experience, and other activities you believe relevant. Please omit any information that would disclose your race, gender, age, marital status, ethnic origin, religious or political affiliations, or disability.

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**Military**

Have you ever been in the armed forces?       Yes  No

Are you now a member of the National Guard?  Yes  No

Specialty: \_\_\_\_\_

Date Entered: \_\_\_\_\_

Discharge Date: \_\_\_\_\_

**Work Experience**

Please list your work experience for the past seven years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of Employer: \_\_\_\_\_ Name of last supervisor: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_ Start Salary: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Final Salary: \_\_\_\_\_

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.

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

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Name of Employer: _____	Name of last supervisor: _____
Street Address: _____	Employed From: _____ To: _____
City, State, Zip Code: _____	Start Salary: _____
Phone Number: _____	Final Salary: _____
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.	
_____	
_____	
_____	
_____	

Name of Employer: _____	Name of last supervisor: _____
Street Address: _____	Employed From: _____ To: _____
City, State, Zip Code: _____	Start Salary: _____
Phone Number: _____	Final Salary: _____
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 your present employer?       Yes    No

“ It is unlawful in Massachusetts to require to administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability. “

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**Please Read Carefully**

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**APPLICATION FORM WAIVER**

**As indication that you have read and understood each sentence below, please sign your name in the space provided below.**

In exchange for the consideration of my job application by A&M Construction, Inc., (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless the contents of employee handbooks, personal manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment or to confer any right to remain an employee, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned and that relationship cannot be altered except by a written instrument signed by the Owner/Managing Member of the Company. Both the undersigned and the "Company" may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application, including a complete criminal background check and educational, professional and/or personal reference checks. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, all previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contact.

I understand that, in connection with the routine processing of my employment application, the Company may request from a consumer reporting agency an investigative consumer report including the information as the my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act, as amended.

I further understand that the first ninety (90) days of employment is an introductory period, and further that at any time during the introductory period or thereafter, my employment relationship with the Company is terminable at will for any reason by either party or without cause or notice.

**Signature of applicant** \_\_\_\_\_ **Date:** \_\_\_\_\_

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A & M Construction, Inc. is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age, disability, or status as a Vietnam-era or special disabled veteran in accordance with federal law. We assure you that your opportunity for employment with A & M Construction, Inc. depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.