

# Notice to all Applicants

## Swank Construction Company, LLC. Is a Drug Free Company

Pre-Employment Drug and Alcohol Testing May Be  
Required as a Condition of Employment.

Reasonable Cause **Will** Mandate a Drug  
and Alcohol Test.

Post Accident Drug and Alcohol Testing **Will** Occur  
Immediately Following a Reportable Accident.

Random Jobsite Drug Testing **Will** Occur.

A Positive Test **WILL** Result in Termination as per  
Swank Construction Company LLC  
Current Drug Policy.

If Drug and Alcohol Use is Found to be a Factor in  
an Accident, Swank Reserves the Right to Prosecute  
to the Fullest Extent of the Law.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



**Swank Construction Company, LLC.**

632 Hunt Valley Circle, New Kensington, PA 15068

# EMPLOYMENT APPLICATION

We are an Equal Opportunity Employer. We comply with all applicable Federal, State, and local laws concerning discrimination in employment. No question in this application is intended to elicit information in violation of any such law nor will any information obtained in response to any question be used in violation of any such law.

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

LAST NAME		FIRST NAME & MIDDLE INITIAL	
ADDRESS		SOCIAL SECURITY NUMBER	
CITY, STATE, ZIP		DRIVERS LICENSE NO.	STATE OF ISSUE
PHONE NUMBER		DATE AVAILABLE FOR WORK	FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/>
WERE YOU PREVIOUSLY EMPLOYED BY US? YES <input type="checkbox"/> NO <input type="checkbox"/>		POSITION APPLIED FOR	

List any relatives or friends working for this organization:	NAME	RELATIONSHIP

### WORK EXPERIENCE - LIST PRESENT AND FORMER EMPLOYERS BEGINNING WITH MOST RECENT

FROM ____/____/____ TO ____/____/____	MAY WE CONTACT? YES <input type="checkbox"/> NO <input type="checkbox"/>	COMPANY NAME & ADDRESS	TELEPHONE
POSITION HELD		DESCRIBE YOUR DUTIES	
SUPERVISOR NAME		LAST WAGES _____ PER _____	REASON FOR LEAVING
FROM ____/____/____ TO ____/____/____	MAY WE CONTACT? YES <input type="checkbox"/> NO <input type="checkbox"/>	COMPANY NAME & ADDRESS	TELEPHONE
POSITION HELD		DESCRIBE YOUR DUTIES	
SUPERVISOR NAME		LAST WAGES _____ PER _____	REASON FOR LEAVING
FROM ____/____/____ TO ____/____/____	MAY WE CONTACT? YES <input type="checkbox"/> NO <input type="checkbox"/>	COMPANY NAME & ADDRESS	TELEPHONE
POSITION HELD		DESCRIBE YOUR DUTIES	
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FROM ____/____/____ TO ____/____/____	MAY WE CONTACT? YES <input type="checkbox"/> NO <input type="checkbox"/>	COMPANY NAME & ADDRESS	TELEPHONE
POSITION HELD		DESCRIBE YOUR DUTIES	
SUPERVISOR NAME		LAST WAGES _____ PER _____	REASON FOR LEAVING

HAVE YOU SERVED AS AN APPRENTICE? YES <input type="checkbox"/> NO <input type="checkbox"/>	DESCRIBE
TRADE	DATES

CONTINUED ON OTHER SIDE

We are an Equal Opportunity Employer

**SPECIAL SKILLS AND QUALIFICATIONS-MECHANICAL AND/OR TECHNICAL EXPERIENCE AND ABILITIES RELEVANT TO THE POSITION FOR WHICH YOU HAVE APPLIED**

**EDUCATION**

HIGH SCHOOL	ADDRESS	YEARS COMPLETED	DID YOU GRADUATE	COURSE OF STUDY
COLLEGE	ADDRESS	YEARS COMPLETED	DID YOU GRADUATE	COURSE OF STUDY
OTHER	ADDRESS	YEARS COMPLETED	DID YOU GRADUATE	COURSE OF STUDY

**REFERENCES - do not list friends or relatives**

NAME & ADDRESS	YEARS KNOWN	TELEPHONE #

**MISCELLANEOUS INFORMATION**

Have you been convicted of a crime in the past 7 years, excluding misdemeanors and summary offenses, which has not been annulled, expunged, or sealed by a court? (A conviction record will not necessarily be a bar to employment.)

Yes  No

If "Yes" please explain and describe in full detail: \_\_\_\_\_

Can you verify your legal rights to work in the U.S. by providing a birth certificate or proof of U.S. Citizenship?

Yes  No

If you are under 18, are you able to furnish a work permit? Yes  No

Are you able to perform the job(s) for which you are applying? Yes  No

**APPLICANT'S CERTIFICATION - Please read carefully before signing**

I certify that the answers given by me to the foregoing questions and the statements made by me in this application are correct and complete. I understand that, if I become employed, a misrepresentation or omission of fact in this application may result in my discharge from employment. I authorize the Company, as part of its evaluation of my suitability for employment, to contact all school officials, references and my previous supervisors to secure information concerning my skills, character and ability. I further acknowledge and agree that no manager or representative of the Company has any authority to enter into any employment agreement. I understand and agree that, if I am employed, I will be an at-will employee and the Company may terminate my employment at any time and for any or no reason without prior notice.

**NOTICE TO ALL APPLICANTS:** Swank Construction Company LLC. is a DRUG FREE COMPANY. I understand that the company has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment. Consent to and compliance with such policy is a condition of employment and continued employment is based on the successful passing of testing under such policy. If drug and/or alcohol use is found to be a factor in an accident, the Company reserves the right to prosecute to the fullest extent of the law. I further understand that consideration or continued employment may be based on the successful passing of job-related physical examinations, and compliance with all Company Safety Policies.

**FAIR CREDIT REPORTING ACT DISCLOSURE STATEMENT:** In accordance with the provisions of Section 604(b)(2)(A) of the Fair Credit Reporting Act, Public Law 91-508, as amended by the Consumer Credit Reporting Act of 1996 (Title II, Subtitle D, Chapter I, of Public Law 104-208), you are informed that reports verifying your previous employment, previous drug and alcohol test results, and your driving record may be obtained for employment purposes. These reports are required by Sections 382.413, and 391.25 of the Federal Motor Carrier Safety Regulations.

APPLICANT'S SIGNATURE

DATE



**Swank Construction Co., LLC**

632 Hunt Valley Circle  
New Kensington, PA 15068  
(724) 335-6000 Fax (724) 335-3834

**Applicant EEO or Affirmative Action Information**

It is the policy of this organization to provide equal employment opportunity to all qualified applicants for employment without regard to race, color, religion, national origin, sex, age, veteran status or disability. Various agencies of the government require employers to invite applicants to identify themselves as indicated below.

**COMPLETION OF THIS FORM IS VOLUNTARY AND IN NO WAY AFFECTS THE DECISION REGARDING YOUR APPLICATION FOR EMPLOYMENT. THIS FORM IS CONFIDENTIAL AND WILL BE MAINTAINED SEPARATELY FROM YOUR APPLICATION FORM.**

As an affirmative action contractor and in compliance with government regulations we are required to record the number of applicants so please help us by completing the following questions:

**PLEASE PRINT**

Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Last First Middle

Position Applied for: (list only one)

\_\_\_\_\_

**What is your race/ethnic origin? Please Circle One**

- White
- Black
- American Indian/Alaskan Native
- Hispanic
- Asian
- Pacific Islander
- Two or More Races (Not Hispanic or Latino)

**What is your sex?**

- Male
- Female