

APPLICANT CHARACTERISTIC SURVEY
(FOR STATISTICAL USE ONLY)

TO ALL APPLICANTS:

The following information will in no way affect decisions regarding you as an individual applicant. This information will be used to find out how effective our recruitment efforts are in reaching all segments of the population, in the validation of our selection methods, and for the purpose of Federal Equal Employment Opportunity reporting. Please give us your cooperation by completing this questionnaire. This form will be kept confidential, apart from any application files, and not be used in making hiring decisions.

INSTRUCTIONS: Please circle the correct number for each question below.
Place your numbered answer to each question on the corresponding line at the bottom of the page.

- A. What sex are you?
1. Male
2. Female
- B. What is your age?
1. 19 or less years
2. 20-29 years
3. 30-39 years
4. 40-49 years
5. 50-59 years
6. 60-69 years
7. 70 or more years
- C. What is the highest level of education you have attained.
1. 0-8 years
2. 9-12 years but not a high school graduate
3. High school graduate or GED
4. Post high school vocational or business school training
5. College, less than a B.A. or B.S. degree
6. B.A. or B.S., or similar degree
7. M.A. or similar professional degree
8. Ph.D., JD, LLB or similar professional degree
- D. Of the following, of which racial/ethnic group do you consider yourself a member?
1. American Indian
2. Black
3. Asian or Pacific Islander
4. Hispanic
5. White
6. Other
- E. Do you have a disability?
1. No
2. Yes-Blind
3. Yes-Deaf
4. Yes-Amputee
5. Yes-Epilepsy
6. Yes-Paralysis
7. Yes-Cardiac
8. Yes-Other
- F. How did you learn about this job?
1. Nebraska Job Service
2. Private Agency for Employment
3. Friend
4. Collins Employee
5. Newspaper
6. School
7. Other
- G. Veteran Status
1. Non-Veteran
2. Veteran-non Vietnam era
3. Veteran-Vietnam era
4. Veteran-Disabled non-Vietnam era
5. Veteran-Disabled Vietnam era
- H. Marital Status
1. Single
2. Married
3. Divorced
4. Separated
5. Widowed

A _____ B _____ C _____ D _____

E _____ F _____ G _____ H _____

Name _____ Social Security Number _____

Birth Date _____ Today's Date _____

**PRE-EMPLOYMENT APPLICATION FOR
M.E. COLLINS CONTRACTING CO., INC.**

M.E. Collins Contracting Co., Inc. is an equal opportunity employer and will consider all applicants for all positions equally without regard to their race, sex, age, color, religion, national origin, veteran status or any disability as provided in the Americans With Disabilities Act

This application will be given every consideration, but its receipt does not imply that the applicant will be employed. Each question should be answered in a complete and accurate manner as no action can be take on this application until all questions have been answered.

PERSONAL:

Date _____ / _____ / _____

Name _____ Home Phone (_____) _____
 LAST FIRST MI.

Present Address _____
 NO. STREET CITY STATE ZIP

Social Security No. _____ Are you over 18? _____ Yes _____ No

Are you a citizen of the U.S. or do you have the legal right to be employed in the United States? _____ Yes _____ No

Have you ever been convicted of any crime (excluding minor traffic violations) including driving while under the influence of alcohol or drugs? _____ Yes _____ No

If yes, state the offense, location, date and disposition _____

Note: A conviction will not necessarily disqualify you from employment

Do you have the ability, with or without reasonable accommodations, to work overtime and to travel if travel and overtime are required by the job for which you are applying? _____ Yes _____ No

If no, please explain _____

Drivers License: State _____ Type _____ Currently Valid? _____ Yes _____ No

EMPLOYMENT DESIRED:

Are you seeking _____ full-time _____ part-time _____ temporary or summer employment?

Position applying for _____ Salary/Wage Desired _____

Date available to start _____

Have you ever applied to our company before? _____ Yes _____ No

Have you ever worked for our company before? _____ Yes _____ No

If your answer to either of the above questions is Yes, state when and where _____

How did you learn of our company and/or position? _____

Are you now, or do you expect to be, working in any other business or job? _____ Yes _____ No

Are there any days or hours you would be unable or unwilling to work? _____ Yes _____ No

If yes, please specify those days or hours you would be unable or unwilling to work _____

EDUCATION:

Name, Address and Location	Graduate?	Courses Studied
High School	Yes No	Diploma:
College	Yes No	Diploma:
Trade School	Yes No	Diploma

If you did not graduate, why did you leave high school or college (exclude any medical, marital status, or child care information)? _____

Are you planning to go back to school (exclude any medical, marital status, or child care information)?

_____ Yes _____ No If yes, when, where and what studies? _____

List any scholastic honors, offices held and activities involved in during high school and college _____

List and describe any other School or Specialized Training _____

MILITARY:

Have you ever served in the military? _____ Yes _____ No

Service Branch _____ Final Rank _____

Date Separated _____

CAPABILITY/RELIABILITY:

Would you be willing and able to perform all of the tasks required by the job you are applying for? _____ Yes _____ No

If no, explain which tasks _____

Have you filed any type of fraudulent claim against any of your present or past employers? _____ Yes _____ No

If yes, explain _____

Will you abide by the safety rules of this company? _____ Yes _____ No

Have you ever been disciplined for violating company safety rules or regulations? _____ Yes _____ No

If yes, explain _____

How many days of work (or school) have you missed in the last two years? _____

How many times have you been late to work (or school) in the last two years? _____

Would you be willing and able to report to work on time every day on a regular and consistent basis?

_____ Yes _____ No If no, explain _____

WORK HISTORY:

List names of employers in consecutive order starting with your most recent employer. Account for all periods of time, including military service and unemployment.

Name of Employer _____ Supervisors Name _____
Address _____ Phone Number _____
City, State, Zip _____ Pay Start _____ End _____
Position Held _____ From _____ To _____
Duties _____
Reason for Leaving _____

Name of Employer _____ Supervisors Name _____
Address _____ Phone Number _____
City, State, Zip _____ Pay Start _____ End _____
Position Held _____ From _____ To _____
Duties _____
Reason for Leaving _____

Name of Employer _____ Supervisors Name _____
Address _____ Phone Number _____
City, State, Zip _____ Pay Start _____ End _____
Position Held _____ From _____ To _____
Duties _____
Reason for Leaving _____

Name of Employer _____ Supervisors Name _____
Address _____ Phone Number _____
City, State, Zip _____ Pay Start _____ End _____
Position Held _____ From _____ To _____
Duties _____
Reason for Leaving _____

Name of Employer _____ Supervisors Name _____
Address _____ Phone Number _____
City, State, Zip _____ Pay Start _____ End _____
Position Held _____ From _____ To _____
Duties _____
Reason for Leaving _____

If you worked in any previous positions under another name, please give that name(s) below for reference checking purposes:

Name _____ @ Company _____
Name _____ @ Company _____

Are you presently employed? _____ Yes _____ No

If yes, may we contact your present employer? _____ Yes _____ No

Have you been fired or asked to resign from a job? _____ Yes _____ No

If yes, please explain _____

Have you ever been disciplined or received verbal or written warnings for absenteeism or tardiness? _____ Yes _____ No

If yes, please explain _____

SPECIAL SKILLS:

Use the space below to describe any skills or abilities you possess which you feel would qualify you for a position with us.

REFERENCES:

Give three references, not relatives or former employers.

Name	Address	Phone	Occupation

AFFIDAVIT

I certify that my answers to the foregoing questions are true and correct without any consequential omissions of any kind whatsoever. I understand that if I am employed, any false, misleading or otherwise incorrect statements made on this application form or during any interviews will be grounds for my immediate discharge.

I hereby authorized M.E. Collins Contracting Co., Inc. to contact any company or individual it deems appropriate to investigate my employment history, character, and/or qualifications. I give my full and complete consent to their revealing any and all information they wish as a result of this investigation. In addition, I hereby waive my right to bring any cause of action against these individuals for defamation, invasion of privacy or any other reason because of their statements.

I agree that, if I am employed, I will abide by all the rules and regulations of the company. I understand that the taking of drug and alcohol tests, when given pursuant to company policy, are a condition of continued employment and refusal to take such tests when asked will be grounds for my immediate termination. I further understand that nobody at M.E. Collins Contracting Co., Inc. is authorized to enter into any written or verbal employment contracts with me for any definite period of time without the express written consent of the President of M.E. Collins Contracting Co., Inc. I also understand that my employment is "at-will" and may be terminated by myself or by the company at any time for any reason or no reason at all, with or without prior notice.

Signature _____

Date ____ / ____ / ____

Printed Name _____