



EMPLOYMENT APPLICATION

Berte & Son Construction LTD.
1307 19th Street North
Humboldt, Iowa 50548
P: 515.332.9866
E: mjberte@gmail.com

Instructions: Please read the instructions before completing the application. A resume must be included with the application. All information submitted is subject to verification. A false or misleading statement may result in your disqualification. Return your application by dropping off at the shop at 1307 19th St N. Humboldt, IA.

Please indicate the position you are applying for: Full Time _____ Part Time _____ Internship _____

POSITION TITLE: _____ DATE AVAILABLE FOR WORK: _____

PERSONAL DATA

NAME: (Last) _____ (First) _____ (MI) _____

SOCIAL SECURITY NUMBER: _____

CURRENT ADDRESS: (Street & Number) _____

(Apt. #) _____ (City) _____ (State) _____ (Zip) _____

List any other names used if different from name given on application: _____

PHONE (Home): (____) ____ - _____

PHONE (Work): (____) ____ - _____

PHONE (Cell): (____) ____ - _____

E-MAIL ADDRESS: _____

EDUCATION & TRAINING

HIGHEST GRADE COMPLETED:

HIGH SCHOOL DIPLOMA OR GED?

Type of School	Name & Location of School	Sem/Clock Hours Completed	Graduated Y/N	Expected Graduation Date	Type of Diploma or Degree	Major/Minor Field of Study
Colleges or Universities						
Technical, Vocational, or Business						

If a license, certificate or other authorization is required/related to position for which you are applying, complete the following:

License/Certification (CPR, First Aid, Food handlers, etc.)	Date Issued	Issued By (State or other Authority)	License Number	Location of Issuing Authority (city & state)

SPECIAL TRAINING: List any special training program or courses you have attended which you feel may add to your qualifications. List course, date and institution (including military training).

COURSE TITLE	DATE	GRANTING INSTITUTION

SPECIAL SKILLS/QUALIFICATIONS: List special skills or qualifications (not listed above) you possess which you believe further qualify you for the position for which you are an applicant.

Experience in the Construction Industry: Explain any experience in the construction field.

Are you willing to work overtime? () Yes () No If "NO" why? _____

GENERAL INFORMATION

DRIVER'S LICENSE: State: _____ Number: _____ Expiration Date: _____

TYPE OF DRIVER'S LICENSE: **CDL ENDORSEMENTS:**

If the position requires a commercial bus driver's license, please complete additional information on the Commercial Driver's License Supplement.

DISMISSALS AND/OR FORCED RESIGNATIONS: Have you ever been fired or forced to resign from any position?

If answer is "Yes" to either or both of these questions, please explain below.

Have you ever been convicted of a MISDEMEANOR or FELONY and/or placed on probation, fined or given a suspended sentence such as deferred adjudication in court? List all cases other than minor traffic violations. **FAILURE TO ADMIT CONVICTIONS WILL RESULT IN DISQUALIFICATION OF YOUR APPLICATION.**

If Yes, please provide the following:

Date: _____ Charge: _____ City/State: _____

Disposition: _____

Date: _____ Charge: _____ City/State: _____

Disposition: _____

(If you need additional space, please attach a sheet listing information in the same format. Include your printed name and signature.)

EMPLOYMENT HISTORY

In the space provided below, give your employment history beginning with your present or most recent employer. List each position held (even those with the same employer), including military, part-time, summer, volunteer work, and any periods of unemployment. An explanation of any period of unemployment should be included on page 4. Interns and Volunteers: It is not necessary to complete Salary information.

Employer:	Start Date	End Date
Address/City/State:		
Phone: () - Job Title:	Starting Salary	Final Salary
Supervisor: Supervisor's Title:	\$	\$
Reason for Leaving:		
Briefly describe the Nature and Duties of Your Position		

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Supervisor: Supervisor's Title:	\$	\$
Reason for Leaving:		
Briefly describe the Nature and Duties of Your Position		

Explanation of any periods of unemployment between jobs:

GENERAL INFORMATION

I, the undersigned, certify that I have *read* and *fully understand* this form in its entirety and that the information provided is true and complete to the best of my knowledge. I understand that should any statement I have made prove false, misleading, or erroneous, it may result in the rejection of my application or discharge from Berte and Son Construction LTD.'s **Service**. In submitting this application, I authorize Berte and Son Construction LTD. to verify all data needed to support this application and to obtain references from my present and past employers. I further understand that this application becomes the property of Berte and Son Construction LTD. and will not be returned.

I also understand that I will have the right to terminate my employment with Berte and Son Construction LTD. at any time without notice and for any reason. I understand that Berte and Son Construction LTD. has the same right. If required for the position, I also understand that as a condition of employment I will be subject to one or more of the following: driving record check, criminal history investigation, medical examination and/or a pre-employment drug-alcohol screening test. An employment offer received from the City is contingent upon information received.

Signature of Applicant

Date Signed

Thank you for your interest in employment with Berte and Son Construction LTD.