



4326 Highway 212  
Montevideo, MN 56265  
320-269-2101  
www.jdconstinc.com



# Employment Application

J & D Construction Inc. is a Commercial Ag Design-Build General Contractor and has been in business since 1980. J & D builds and maintains Grain Handling Facilities for commercial and farm use, Fertilizer Plants, Grain and Seed Processing Plants, and Feed Mills. We specialize in machinery installation, structural erection and equipment assembly. We have a manufacturing shop that builds components for use in our projects.

We build tall facilities but we assemble many of the components on the ground and crane the structures and equipment into place. When we do need to be off the ground, we use certified man baskets, 100% tie-off full body harnesses, platforms with hand rail, and man-lifts.

We have an implemented training program and we work with educational organizations to train our employee team in equipment installation and assembly, safety, efficiency, and workmanship. J & D has monthly crew leader meetings and a teaming program that allows employees to voice their opinions and suggestions to help in customer service, improve on techniques, and to educate our employees to provide a more efficient, safe, and knowledgeable workforce.

***“Our Concept is NOT Production and Safety; It is Production WITH Safety!!”***

While striving for efficiency we don't lose sight of safety. Due to our safety program and continually stressing the importance of working safely, we have a good safety record. We have documented weekly tail-gate safety meetings, we perform a job hazard analysis weekly, and we have monthly safety committee meetings. J & D performs regular inspections of our crews and equipment to keep our employees and anyone nearby our sites safe.

J & D is an at-will employer and does not discriminate. The acceptance of this application and subsequent interviews do not constitute a job offer. A formal job offer will be conveyed as J & D deems appropriate. By completing this application, you are certifying that you are able both physically and mentally to perform the work that J & D performs.

We appreciate your interest in J & D Construction Inc., and look forward to reviewing your application.

Applicant Name \_\_\_\_\_

Date \_\_\_\_\_

## Application for Employment

Position for Which You Are Applying <input type="checkbox"/> Road Crew Labor <input type="checkbox"/> Shop Labor <input type="checkbox"/> Office <input type="checkbox"/> Other	Date of Application	Date Available for Work	Expected Salary/Wage
---	---------------------	-------------------------	----------------------

How did you learn about us?

<input type="checkbox"/> Newspaper Ad	<input type="checkbox"/> Friend	<input type="checkbox"/> Referred by (Name) _____
<input type="checkbox"/> Radio Ad	<input type="checkbox"/> Relative	<input type="checkbox"/> Workforce Center
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Walk-in	<input type="checkbox"/> Other _____

Have you filed an application with J & D before?     Yes     No

Have you been employed by J & D before?     Yes     No    Position \_\_\_\_\_    Rate of Pay \_\_\_\_\_  
 Dates of Employment \_\_\_\_\_

### Applicant Contact Information

Last Name	First Name	Middle Initial
Mailing Address	City	State    Zip
Email Address	Are you 18 years of age or over? <input type="checkbox"/> Yes <input type="checkbox"/> No	Residence Phone
Emergency Contact	Can you provide proof of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	Cell Phone
Phone                      Relationship	If No, Date of Birth	

### Education

Did you graduate from high school or receive a GED?     Yes     No    School Attended \_\_\_\_\_  
 Location \_\_\_\_\_

Name and Location of College, University, Technical Schools	Did you Graduate?	Certificate or Degree	Course of Study
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		

### Employment History

Employing Firm	From	Month	Year	To	Month	Year	
Address	Starting Rate of Pay _____						
Phone Number	Supervisor	Final Rate of Pay _____					
Your Title	Supervisor's Title	Reason for Leaving _____				Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>
Principal Responsibilities							

Employing Firm	From	Month	Year	To	Month	Year
Address	Starting Rate of Pay _____					
Phone Number	Supervisor	Final Rate of Pay _____				
Reason for Leaving _____						

Your Title	Supervisor's Title	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, explain.	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
------------	--------------------	---	--

Principal Responsibilities

Employing Firm	From	Month	Year	To	Month	Year
Address	Starting Rate of Pay _____					
Phone Number	Supervisor	Final Rate of Pay _____				
Reason for Leaving _____						
Your Title	Supervisor's Title	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, explain.	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>			

Principal Responsibilities

**Job Relevant Volunteer and Unpaid Work Experience**

Kind of Volunteer Activity	Major Responsibilities	# Hours/Year	Length of Service

**References**

Give us the names of three people NOT relatives who can be contacted regarding your qualifications, work habits and character.

Name	Present Address	Phone	Position and relation to your work

**Military**

Did you serve in the military service of this country and separate under honorable conditions from any branch of the armed forces of the U.S. after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty?  Yes  No

**Survey**

Are you willing to work on projects out of town?  Yes  No

Are you willing to be gone?  5 days per week  7 days per week

Do you need to be home on weekends?  Yes  No  Sometimes (with approval)

We have several crews that **A)** work generally Monday through Friday and off weekends, we also have crews that **B)** work several weeks in a row several States away, and take a week off at a time. Which scenario would best suit you?  A  B

Are you willing to work overtime?  Yes  No      Are you willing to work weekends?  Yes  No

Are you afraid of heights? Yes  1  2  3  4  5 No

We practice 100% tie-off with a full body harness and may work about 150' to 200' high, would you be able to comfortably work at these heights?  Yes  No

Are you able to work on your feet for ten hours a day?  Yes  No

Are you able to lift 50 pounds consistently and up to 100 pounds occasionally?  Yes  No

Can you perform the essential functions of this job with or without reasonable accommodation? (If you have any questions about the functions of the job, please ask the interviewer before answering this question.)  Yes  No

If you had to choose, would you prefer to **A)** put a puzzle together, or **B)** Fix a lawn mower?  A  B

We have new construction crews that **A)** assemble equipment from blueprint drawings, and we have crews that **B)** repair existing equipment when it breaks down. Which would you prefer?  A  B

Do you have construction experience?  Yes  No  
If yes, please explain (i.e.: concrete, building homes, etc.)

Do you have a valid driver's license?  Yes  No

What type of tools have you worked with?

<input type="checkbox"/> Wrenches	<input type="checkbox"/> Drills	<input type="checkbox"/> Sawzall	<input type="checkbox"/> Band saws
<input type="checkbox"/> Impact Wrenches	<input type="checkbox"/> Cutting Torches	<input type="checkbox"/> Cable or Chain Hoist	<input type="checkbox"/> Screw Drivers
<input type="checkbox"/> Ratchets	<input type="checkbox"/> Chop saws	<input type="checkbox"/> Winches	<input type="checkbox"/> Welder
<input type="checkbox"/> Tape Measure	<input type="checkbox"/> Hard Hat	<input type="checkbox"/> Safety Glasses	<input type="checkbox"/> Ladder

Others: \_\_\_\_\_

What type, if any, of welding have you done?  Stick  Wire Feed  None

How much experience do you have welding?  A few times  Many times \_\_\_\_\_

Are you currently certified to operate a forklift?  Yes  No

Describe any additional experience or training that qualifies you for this job

Have you completed OSHA Training and possess a card or certificate?  Yes, 30 hour  Yes, 10 hour  No

Have you EVER been convicted of a crime?  Yes  No **Conviction will not necessarily disqualify an applicant from employment. The recency, severity and pertinence of the conviction to the job will be considered.**

If yes, please explain:

Are you on probation or parole?  Yes  No

Are you able to work out of state and/or near schools?  Yes  No

Will you take an alcohol/drug screen breath/urine test for drug, alcohol or controlled substance?  Yes  No

Are you able to speak, understand spoken English and follow verbal and written instructions in English?  Yes  No

Did you personally complete this application?  Yes  No

In connection with this application for employment, I authorize the employer and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application, including, but not limited to, my records maintained by an educational institution relating to academic performance such as transcripts. Moreover, I hereby release the employer and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information from any person.

Yes  Yes, but not present employer until job is offered.  No (We may be unable to hire you without this information.)

I declare that any statement in this application or information provided is true and complete and hereby acknowledge that I have read and understand the information above.

This application for employment shall be considered active for a period of time not to exceed 30 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at this time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that I am required to abide by all rules and regulations of the employer.

Date \_\_\_\_\_ Signature (Do not print) \_\_\_\_\_

**If hired, J & D Construction has available transportation to and from the jobsites from either the shop or hotel. Employees are not required to use available transportation. J & D Construction will make hotel arrangements and pay for the hotel room expense only. Employees will be held responsible for any other charges. You will be expected to pay for your own meals. You must also dress appropriately for the weather. We require *Steel Toe Boots, long denim pants and sleeved shirts*. You are responsible for your own coveralls and appropriate winter clothing. You will be working outside and need to dress appropriately.**

<b>FOR PERSONNEL DEPARTMENT USE ONLY</b>	
Arrange Interview <input type="checkbox"/> Yes <input type="checkbox"/> No	
Remarks _____ _____	
Interviewer _____	Date Interviewed _____
Employed <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Employment _____
Job Title _____	Hourly Rate/Salary _____
By _____ Name and Title	Date _____

## IMPORTANT FACTS ABOUT INFORMATION ON YOUR APPLICATION

This application is to assist in the hiring process. Certain information requested on the application is not public. It will be released only to you or to persons within the organization who need to know it in order to perform their job duties. If you are employed, the data will be available to the Internal Revenue Service and the Social Security Administration for payroll and tax purposes.

Private Data	Why we ask for it	Are you legally obligated to provide it?	What may happen if you don't provide it?
Date of Birth (If under 18)	To comply with child labor laws.	Yes	Failure to provide information may be cause for rejecting an application.
Mailing Address	To be able to send you notices.	Yes	Failure to provide information may be cause for rejecting an application.
Residence Telephone	To be able to contact you to determine availability for interview.	No	We might not be able to contact you for an interview.
Sex, Racial/Ethnic Group, Disability status	To be able to make Equal Opportunity reports as required by law.	No	We will not be able to determine whether our selection process results in unfair discrimination, or to take affirmative action in our hiring.
Felony Conviction	To determine whether we may legally accept an application from you and to determine whether your record may be a job-related consideration.	Yes	We will not be able to make determinations required by law.

In accordance with the Immigration Reform and Control Act of 1986, this employer hires only U.S. Citizens and lawfully authorized alien workers. If hired, you will be required to provide written documentation of citizenship or legalized alien program. Failure to provide said documentation will result in dismissal.

Minn. Stat. Sec. 518.611, Subd. 8, requires employers to obtain information from all new employees regarding court-ordered child support obligations that are required by law to be withheld from income. Failure to provide said documentation will result in dismissal.

If you are hired for this position you may be required to undergo a physical examination and/or drug screening and/or background check at this employer's expense to determine whether or not you are able to perform the duties of this position in an effective and safe manner, and whether or not accommodations need to be made for you.

This employer has the right to verify information provided in the application. False information may be grounds for rejecting this application or for dismissal following employment.

This employer is an EQUAL OPPORTUNITY EMPLOYER/CONTRACTOR and encourages applications from women, minorities and disabled persons. This employer does not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, or status with regard to public assistance. This employer does not discriminate on the basis of disability status in the admission or access to, or treatment of employment in its programs or activities. It is the policy of this employer to provide reasonable accommodations to the known physical and mental limitations of qualified disability applicants and employees in order for them to perform the essential functions of the job in question.