ALTMANN CONSTRUCTION COMPANY, INC.

APPLICATION FOR EMPLOYMENT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
Please type or print, and answer all questions.
APPLICATIONS ARE CONSIDERED CURRENT FOR ONLY 30 DAYS.
ONLY ORIGINAL APPLICATION FORMS WILL BE ACCEPTED.

PERSONAL INFORMATION

NAME: _____ DATE: _____
LAST FIRST MIDDLE

ADDRESS: _____
STREET CITY STATE ZIP

TELEPHONE: DAY: ( ) EVENING: ( )

Are you 18 years or older? ..... YES . . . . . NO

Are you a U.S. citizen or otherwise currently authorized to obtain lawful employment in this country? ..... YES . . . . . NO

If the job desired requires the use of a motor vehicle, do you have a valid Wisconsin driver's license? ..... YES . . . . . NO

If the job desired requires the use of a commercial driver's license, do you have a valid commercial driver's license? ..... YES . . . . . NO

Have you ever pleaded guilty to or been convicted of a misdemeanor or felony? ..... YES . . . . . NO
If yes, provide further information as to the offense(s), date, location of court, etc. If the job you are applying for requires you to operate a motor vehicle, include traffic convictions. The employer will consider your record only as it may substantially relate to the job for which you are applying. **Use extra space on final page to continue if necessary.**

EMPLOYMENT DESIRED

POSITION: _____ DATE YOU CAN START: _____ SALARY/WAGE RATE DESIRED: _____

HAVE YOU EVER APPLIED TO THIS COMPANY BEFORE? YES NO IF SO, WHEN? _____

EDUCATION AND TRAINING

(This information will be used only where relevant and to assist in determining what positions might be appropriate for consideration.)

EDUCATION	NAME AND LOCATION OF SCHOOL	NUMBER OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
HIGH SCHOOL			YES NO	
COLLEGE			YES NO	
TRADE OR BUSINESS SCHOOL			YES NO	

Describe any other training you consider relevant to the position for which you are applying. **Use extra space on last page to continue if necessary.**

WORK EXPERIENCE/FORMER EMPLOYERS

Provide complete information. Be specific. Start with your current or most recent job. Include self-employment and military service. For part-time work, show the average number of hours per month. Show any changes in job title for the same employer as a separate position. Attach additional sheets if necessary.

ARE YOU EMPLOYED NOW? YES NO IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? YES NO

Employer	Street Address	
Your Title	City, State and ZIP	
Your Duties	Telephone	Name of Supervisor
	Total Time Employed	Last Rate of Pay
	From (Month and Year) (mm/yy)	To (Month and Year) (mm/yy)
	Reason for Leaving	

Employer	Street Address	
Your Title	City, State and ZIP	
Your Duties	Telephone	Name of Supervisor
	Total Time Employed	Last Rate of Pay
	From (Month and Year) (mm/yy)	To (Month and Year) (mm/yy)
	Reason for Leaving	

Employer	Street Address	
Your Title	City, State and ZIP	
Your Duties	Telephone	Name of Supervisor
	Total Time Employed	Last Rate of Pay
	From (Month and Year) (mm/yy)	To (Month and Year) (mm/yy)
	Reason for Leaving	

Employer	Street Address	
Your Title	City, State and ZIP	
Your Duties	Telephone	Name of Supervisor
	Total Time Employed	Last Rate of Pay
	From (Month and Year) (mm/yy)	To (Month and Year) (mm/yy)
	Reason for Leaving	

(Continued on next page.)

WORK EXPERIENCE/FORMER EMPLOYERS (CONTINUED)

Employer	Street Address	
Your Title	City, State and ZIP	
Your Duties	Telephone	Name of Supervisor
	Total Time Employed	Last Rate of Pay
	From (Month and Year) (mm/yy)	To (Month and Year) (mm/yy)
	Reason for Leaving	

REFERENCES (PERSONS NOT RELATED TO YOU)

NAME	ADDRESS	TELEPHONE NUMBER	BUSINESS OR OCCUPATION	YEARS ACQUAINTED

NOTE: Your application will not be processed unless you have read and signed the Authorization, Release and Certification on Page 4.

AUTHORIZATION, RELEASE AND CERTIFICATION

I certify that all information on this application is true, complete and correct to the best of my knowledge. I understand that any false or misleading statements by me, or material omissions of information requested of me, may result in rejection of my application or, if employed, my immediate dismissal.

I hereby give permission to the employer to seek to verify and supplement the information set forth in the application. I release from all liability or legal claims every person seeking or providing information, whether oral or written. A photocopy of this release shall be as valid as the original, and may be relied upon by all persons providing information.

I understand that employment with this employer is not contractual and is at-will. I understand and agree that, if hired; I may voluntarily leave employment at any time, and may be terminated at any time without prior notice for any reason, or for no reason. I understand that any oral or written statements which I may claim to have been made to me now or in the future inconsistent with the provisions of this paragraph, are expressly disavowed and revoked by the company, and should not be relied upon by me as an applicant for employment or as an employee, if hired.

I understand that if offered a position, I will be required to pass a drug test as part of the application process, and that all offers of hire are contingent upon satisfactory results of a drug screen test. I understand that, if hired, I may be required to submit to drug and alcohol screening tests to determine compliance with the company's drug and alcohol policy. If pre-employment drug test results are positive or if you refuse to take a pre-employment drug test, your name may be submitted to the State of Wisconsin Department of Workforce Development. I understand that I also may be required to submit to a medical examination if offered a position conditioned on such examination.

I understand this application will be considered inactive after thirty (30) days.

I certify that I have read (or have had read to me) and understand this authorization, release and certification.

APPLICANT'S SIGNATURE: _____

APPLICANT'S NAME (PRINT OR TYPE): _____

DATE SIGNED: _____

ADDITIONAL INFORMATION

Misdemeanors or Felonies:

Relevant Training:

Previous Employment:

Name: _____ Date: _____

The Purpose of this form is to determine the level of your experience in the various skills used in our particular business.

Please rate your ability in the following area using the following numerical description:

0 – No experience or training
1 – Limited experience and/or training
2 – Some training and/or moderate experience
3 – Professional training and/or experience and have professional proficiency
Also, please check those items, on the left side, about which you would like to learn more.

OFFICE
_☐__Use of computers - *List software programs you are proficient with*: _____
_☐__Designing of additions or other remodeling, or new structures
_☐__Drafting
_☐__Blueprint reading
_☐__Engineering: structural, mechanical, civil, or electrical

LAYOUT
_☐__Use of water level
_☐__Use of transit
_☐__Use of laser

DEMOLITION
_☐__Demolition of bearing structural components
_☐__Demolition of flat concrete
_☐__Demolition of concrete block

MASONRY/CONCRETE
_☐__Concrete: footings, foundation walls, flat work, or monolithic pours
_☐__Block laying
_☐__Brick laying
_☐__Concrete tie beams and their forming
_☐__Textured, patterned or stamped concrete flat work such as Spray Crete or Bomanite
_☐__Concrete staining
_☐__Power trowels
_☐__Stucco

SIDING
_☐__Steel
_☐__Aluminum
_☐__Vinyl
_☐__Cedar, redwood, or hard board
_☐__T-111
_☐__Vinyl or aluminum fascia/soffit

METAL

- ☐ Coil wrap and bending with a brake
- ☐ Metal buildings
- ☐ Metal pan roofs
- ☐ Carports

PLUMBING

- ☐ Basic: remove and replace toilets, faucets, or disposals
- ☐ Advanced: replacement of tubs, showers, shower pan liners, or water heaters
- ☐ Plumbing lines: copper, galvanized, PVC, or compression
- ☐ Underground sprinkler systems: distribution boxes, pumps, valves, or heads

ELECTRICAL & LIGHTING

- ☐ Service panels and main entry lines
- ☐ Switches and receptacles
- ☐ 220v of the above
- ☐ Can and track lighting
- ☐ Halogen lighting
- ☐ Water heater timers/lighting timers
- ☐ Telephone wiring
- ☐ Audio/video wiring
- ☐ Low voltage wiring
- ☐ T.V. cable wiring

HVAC

- ☐ Ductwork
- ☐ Replacement of thermostats and humidistats

TILE

- ☐ Ceramic or mosaic (walls, floors, ceiling, countertops)
- ☐ Marble or stone
- ☐ Ceiling tile: suspended, or 12" x 12"

FLOORING

- ☐ Vinyl sheet goods
- ☐ Hardwood and parquet
- ☐ Carpeting

PAINTING & WALLPAPER

- ☐ Wallpaper installation
- ☐ Wallpaper removal
- ☐ Interior and exterior painting
- ☐ Conventional spraying
- ☐ HVLP spraying
- ☐ Acoustic or texture spraying
- ☐ Spray painting of cabinetry

☐ Use with lacquer coatings
☐ Proficiency at cutting

CARPENTRY – ROUGH

☐ Wall framing
☐ Conventional framing: shed, gable, or dormer
☐ Conventional framing: complex hip
☐ Floor framing: TJI joists, or LVL beams
☐ Simple stair framing: conventional straight runs
☐ Complex stair framing: landing(s), curved, narrowing or expanding
☐ Overhead garage door
☐ Panelized construction (setting pre-built walls, floors & roofs)
☐ Roof truss layout & erection
☐ Window & door installation

CARPENTRY- TRIM

☐ Casing and baseboard
☐ Crown molding including multi member crown
☐ Pre-hung doors
☐ Closet shelving – both wire and laminated types
☐ Skylights
☐ Wood railings – interior
☐ Deck construction

WINDOWS

☐ Aluminum clad & vinyl installation
☐ Same as above – replacement
☐ Aluminum installation in masonry construction – new
☐ Same as above – replacement
☐ Sash replacement

ROOFING

☐ Repairs only: *Underline type(s)*: asphalt/fiberglass/barrel tile/concrete tile/metal
☐ Complete roofing - *List types of the above:* _____
Roofing ventilation: *Underline type(s):* gable end vents, turbo vents, ridge vents, or soffit vents

DRYWALL

☐ Hanging and finishing
☐ Texturing: *Underline type(s):* skip trowel, popcorn, knock down, or pebble effect
☐ Repairs of drywall only including finishing

COUNTERTOPS

☐ Laminated
☐ Corian or granite *(Underline type)*
☐ Working with laminate

CABINETRY

☐ Cabinetry installation – both manufactured and custom
☐ Cabinet making experience
☐ Cabinet refacing

MISCELLANEOUS

☐ Tub/shower doors installation
☐ Tub/shower enclosures such as fiberglass units – one and multi piece
☐ Installing bathroom accessories
☐ Prefabricated fireplace installation
☐ Fencing: *Underline type(s):* chain link, wood, plastic, or concrete

MANAGEMENT SKILLS

☐ Supervisor experience
☐ Scheduling experience
☐ Project management experience
☐ Managing, scheduling and supervising subcontractors and suppliers
☐ Financials of projects: change orders and obtaining monies from owners

_____ _____

Signature of Applicant Date

MATH SKILLS

As an applicant desiring employment with Altmann Construction Co. Inc., or LA Trucking Inc, you are required to read and complete the following math equations. This is to assess your math skills and is not a pass/fail. Calculators are not allowed.

1. 4/8 +7/8 + ¾ = _____
2. 3/16 + 3/8 + ¼ = _____
3. 1 ½ - ¼ - 7/16 = _____
4. 128 ÷ 7 = _____
5. 88 × 11 = _____
6. Convert ¼" to decimal _____
7. Convert .375 to fraction_____
8. 120 + 14 -8 =_____
9. 4 ÷ 6 = _____
10. 21.46 ×10 × 7 = _____
11. .8 ×12.5 = _____
12. ½ × 1/5 = _____

ALTMANN CONSTRUCTION COMPANY, INC.
APPLICANT DRUG TEST CONSENT AND RELEASE FORM

As an applicant desiring employment with Altmann Construction Company, Inc. **you are required to read and sign this form.** Failure to sign will result in your being barred from further consideration for employment with this company.

Altmann Construction Company, Inc. is firmly committed to maintaining a drug-free work place and has a responsibility to provide a safe work environment for employees and to prevent injuries to the general public. Therefore, reporting to work under the influence of or working while impaired by alcohol or unprescribed or illegal narcotics or drugs, or using, possessing, selling, buying or transferring unprescribed or illegal narcotics, drugs, or alcohol on company premises is prohibited. Further, using, possessing, selling, buying or transferring unprescribed or illegal narcotics or drugs off company premises is prohibited.

Consistent with our objective to maintain a drug-free workplace, we require all applicants accepted for employment to pass a drug test as part of our application process. All offers of employment are contingent upon satisfactory results of a drug screening test. You must satisfactorily pass the Company's **DRUG SCREEN TEST.** If pre-employment drug screen test results are positive, or if you refuse to take a pre-employment drug test, your name may be submitted to the State of Wisconsin Department of Workforce Development. If you are hired by Altmann Construction Company, Inc., you may be required from time to time to submit to drug and alcohol screening tests to determine compliance with the Company's policy to provide a drug-free workplace. Cooperation in submitting to such tests is a condition of employment, and failure to cooperate will be grounds for immediate termination. Please read the following instructions and information carefully.

Notice:

A confirmation drug test using an alternative testing method will be performed on samples that test positive. **IN THE EVENT BOTH TESTS ARE POSITIVE, THE APPLICANT MAY BE REMOVED FROM FURTHER CONSIDERATION FOR EMPLOYMENT FOR SIX (6) MONTHS. HOWEVER, THE APPLICANT MAY EXPLAIN THE PRESENCE OF ANY DRUG AND PROVIDE APPROPRIATE SUBSTANTIATION.**

Applicant:

I have read and understand this requirement. I accept the conditions for consideration of employment and, if employed, as a condition of continued employment. I consent to the requirements of the drug screen test. The testing agency is authorized by me to provide the results of such tests to the Company. I understand that the results of such test will remain the property of Altmann Construction Company, Inc. and will not be used for any unauthorized purpose. I further agree to hold the testing company and/or Altmann Construction Company, Inc., its agents, directors, officers and employees harmless from any and all liability in connection withy such tests. I understand that all employment with the Company is at-will and that nothing in this Consent constitutes a guarantee of or creates a contract of employment.

Applicant Signature	**Date**	**Witness Signature**	**Date**
Print Name	**Date**	**Print Name**	**Date**

I refuse to give my consent, and I refuse to be tested. I understand that this means I am barred from further consideration for employment with Altmann Construction Company, Inc. I also understand that by refusing to take a pre-employment drug test, my name may be submitted to the State of Wisconsin Department of Workforce Development.

Applicant Signature	**Date**	**Witness Signature**	**Date**

ALTMANN CONSTRUCTION CO., INC. AND LA TRUCKING, INC.
COMMERCIAL DRIVER'S LICENSE DRUG AND ALCOHOL CLEARINGHOUSE CONSENT FORM

In accordance with federal regulations set forth at 49 C.F.R. § 382.703(a), I hereby consent to Altmann Construction Company, Inc. and/or LA Trucking, Inc. submitting either a full or limited query to the Drug and Alcohol Clearinghouse for the purpose of verifying my eligibility to operate a commercial motor vehicle.

I further agree to provide electronic consent through the Clearinghouse to allow the Clearinghouse to release to Altmann Construction Company, Inc. or LA Trucking, Inc. such information as is responsive to the query.

This consent shall remain valid unless and until revoked, in writing, by me.

_____
Signature

_____
Name (please print)

Date: _____

EMPLOYEE and EMPLOYEE CANDIDATE AUTHORIZATION FOR MVR REVIEW

As a driver of a company vehicle I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

check one that applies:

☐ EMPLOYEE

I also understand that as a condition of my employment, my employer will periodically review my Motor Vehicle Record to determine continued eligibility to drive a company vehicle. In accordance with the Fair Credit Reporting Act, I have been informed that a Motor Vehicle Record will be periodically obtained on me for continued employment purposes.

☐ EMPLOYEE CANDIDATE

I also understand that as a condition of possible employment, this company will obtain my Motor Vehicle Record to determined eligibility to drive a company vehicle. In accordance with the Fair Credit Reporting Act, I have been informed that a Motor Vehicle Record will be obtained on me and, if hired, that a Motor Vehicle Record will be periodically obtained on me for continued employment purposes.

I acknowledge the receipt of the above disclosure and authorize this company or its designated agent to obtain a Motor Vehicle Record report. This authorization is valid as long as I am an Employee or Employee Candidate and may only be rescinded in writing.

_____
PRINT NAME - EMPLOYEE CANDIDATE or EMPLOYEE

_____
DRIVER'S LICENSE NUMBER

_____
SIGNATURE - EMPLOYEE CANDIDATE or EMPLOYEE DATE

_____
AUTHORIZED REVIEWER'S SIGNATURE DATE
(Sign and retain the original copy in the employee/candidate's file)

ALTMANN CONSTRUCTION COMPANY, INC.

Pre-Employment Information

This form and information will be kept in a confidential file separate from the application for employment and will not be considered when considering you for employment. This form is used to help us monitor the success of our Affirmative Action Plan and to comply with the state and federal equal employment opportunity record keeping and reporting requirements. Please answer all questions below. Completion of this form is voluntary. This information is not a requirement for employment and will not be a factor in the decision to hire.

Name: _____
Last First Middle

Date of application: _____

Position(s) applied for: _____

Race/Ethnic Group: ☐ White ☐ Hispanic ☐ Black
☐ American Indian/Alaskan Native
☐ Asian/Pacific Islander ☐ Other

Sex: ☐ Female ☐ Male

Referral Source: ☐ Government Agency ☐ Internet
☐ Advertisement ☐ Employment Service
☐ Employee (employee name) _____
☐ Other (state source) _____

_____
Signature Date

Altmann Construction Company, Inc. is an Equal Opportunity/Affirmative Action Employer and does not discriminate on the basis of race, religion, age, handicap, veteran or disabled veteran status, national origin, sex or any other basis prohibited by applicable local, state or federal fair employment laws or regulations.