



5301 99th Avenue
Kenosha, WI 53144
(262) 658.4381

APPLICATION FOR EMPLOYMENT

AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Please type or print, and answer all questions

APPLICATIONS ARE CONSIDERED CURRENT FOR 30 DAYS (After 30 days it is necessary to fill out a new application)

PERSONAL INFORMATION

NAME _____ DATE _____
LAST FIRST MIDDLE

ADDRESS _____
STREET CITY STATE ZIP

PHONE NUMBER 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 ☐

EMPLOYMENT DESIRED

POSITION _____ DATE AVAILABLE _____

Have you ever applied to this company before? Yes ☐ No ☐ When? _____

Have you ever worked for Riley Construction? Yes ☐ No ☐

If yes, give dates, position or trade, and projects worked on, if known _____

EDUCATION AND TRAINING

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

Education	Name & Location of School	No. of Years Attended	Did You Graduate?	Subjects Studied
High School				
College				
Trade or Business School				

Describe any other training you consider relevant to the position for which you are applying; _____

List any other skills you have or equipment you can operate; _____

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 contact your present employer? Yes ☐ No ☐

May we contact your previous employers? Yes ☐ No ☐ If no, please explain why _____

Employer	Street Address	
Your Title	City, State, Zip	
Your Duties	Phone	Name of Supervisor
	Total Time Employed	
	From (month-year)	To (month-year)
	Last Rate of Pay	Reason for Leaving

Employer	Street Address	
Your Title	City, State, Zip	
Your Duties	Phone	Name of Supervisor
	Total Time Employed	
	From (month-year)	To (month-year)
	Last Rate of Pay	Reason for Leaving

Employer	Street Address	
Your Title	City, State, Zip	
Your Duties	Phone	Name of Supervisor
	Total Time Employed	
	From (month-year)	To (month-year)
	Last Rate of Pay	Reason for Leaving

Employer	Street Address	
Your Title	City, State, Zip	
Your Duties	Phone	Name of Supervisor
	Total Time Employed	
	From (month-year)	To (month-year)
	Last Rate of Pay	Reason for Leaving

REFERENCES (PERSONS NOT RELATED TO YOU)

Name	Address	Phone Number	Business	Years Acquainted

If the job requires the use of a motor vehicle, do you have a valid 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 ☐

YOUR APPLICATION WILL NOT BE PROCESSED UNLESS YOU HAVE READ AND SIGNED THE AUTHORIZATION,
RELEASE, AND CERTIFICATION.

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, dismissal at any time without liability to the employer.

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 no representative of this employer has the authority to enter into any agreement for employment for any specified period of time, and this employer is not guaranteeing employment for anyone.

I understand that I may be required to submit to a physical exam if offered a position conditioned on such examination. I also understand that I may be required to submit to testing for controlled substances or other drugs.

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

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

Date _____

Applicant's Name (print or type) _____

Applicant's Signature _____



NOTICE TO APPLICANTS:

RILEY CONSTRUCTION COMPANY, INC. requires drug tests of all conditional hires, unless specifically prohibited by a collective bargaining agreement, except that testing shall be done for all persons conditionally hired for a project where required by contract or the customer or client's drug testing policy.

I understand that if I choose not to be tested, I will no longer be considered for employment with RILEY CONSTRUCTION COMPANY, INC.

APPLICANT'S SIGNATURE

TODAY'S DATE

**GENERAL RELEASE
AUTHORIZATION FOR REFERENCE CHECK**

To Whom It May Concern:

To assist in the evaluation of my employment qualifications, I hereby authorize RILEY CONSTRUCTION COMPANY, INC. to request and receive information concerning me including, but not limited to, credit reports and/or work records from any persons, schools, companies, corporations, partnerships, associations, credit bureaus, law enforcement agencies, licensing agencies, and from any of my previous employers.

I further release RILEY CONSTRUCTION COMPANY, INC., all of their agents, and any persons, institutions, personal or business entities of any kind, from any and all liability and responsibility arising out of compliance with this authorization and request to release information, or any attempt to comply with it.

I agree that a photocopy of this form shall be as valid as the original.

SIGNATURE _____

NAME (print or type) _____

DATE _____



RILEY CONSTRUCTION CO., INC.

PRE-EMPLOYMENT INFORMATION FORM

This form and information will be kept in a confidential file separate from the application for employment and will not be considered when considering your application for employment.

This form is used to help us monitor the success of our Affirmative Action Program and to comply with state and federal equal employment opportunity record keeping and reporting requirements, so please answer all questions below. Disclosure of this information is voluntary.

NAME _____

DATE OF APPLICATION _____

POSITION(S) APPLYING FOR _____

REFERRAL SOURCE _____

RACE/ETHNIC GROUP White ☐ Hispanic ☐ Black ☐
American Indian ☐ Asian ☐ Other _____

SEX Female ☐ Male ☐

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

Equal Employment Opportunity is THE LAW

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

DISABILITY

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

GENETICS

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

RETALIATION

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected:

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within

three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

RETALIATION

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, NATIONAL ORIGIN, SEX

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

INDIVIDUALS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.