

# APPLICATION FOR EMPLOYMENT



## MOORE EXCAVATION, INC.

DATE HIRED: _____
POSITION: _____
WAGE: _____
APPROVAL: _____

HOW DID YOU HEAR ABOUT US?

IF OTHER,

*Applicant: Read and sign before submitting this application*

Moore Excavation Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Moore Excavation Inc. complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training.

Moore Excavation Inc. expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Moore Excavation Inc.'s employees to perform their job duties may result in discipline up to and including discharge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

COMPANY: **MOORE EXCAVATION, INC.** ADDRESS: **PO Box 789, 5501 NE 223<sup>rd</sup> Ave. Fairview, OR 97024**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ DOB: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_ HOW LONG? \_\_\_\_\_  
(to include City, State and Zip)

MAILING ADDRESS: \_\_\_\_\_  
(to include City, State and Zip)

ADDRESSES FOR PAST THREE YEARS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
HOW LONG? \_\_\_\_\_  
HOW LONG? \_\_\_\_\_

**(ATTACH SHEET IF MORE SPACE IS NEEDED)**

IN CASE OF EMERGENCY NOTIFY: \_\_\_\_\_  
NAME ADDRESS PHONE

RELATIONSHIP TO YOU: \_\_\_\_\_

POSITION APPLIED FOR \_\_\_\_\_ TEMPORARY OR FULL TIME \_\_\_\_\_

HAVE YOU WORKED FOR THIS COMPANY BEFORE? \_\_\_\_\_ WHEN? \_\_\_\_\_

DATES: FROM \_\_\_\_\_ TO \_\_\_\_\_ RATE OF PAY \_\_\_\_\_ POSITION \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

ARE YOU CURRENTLY EMPLOYED? \_\_\_\_\_ IF NOT, HOW LONG SINCE LEAVING LAST EMPLOYMENT? \_\_\_\_\_

WHO REFERRED YOU \_\_\_\_\_ RATE OF PAY EXPECTED \_\_\_\_\_

CAN YOU PERFORM OR LEARN TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING? YES NO

# EMPLOYMENT RECORD

**NOTE:** List past employment for at least 10 years  
Attach sheet if more space is required.

**LAST EMPLOYER NAME** \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
POSITION HELD \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_  
PERSON TO CONTACT \_\_\_\_\_ PHONE \_\_\_\_\_  
REASON FOR LEAVING \_\_\_\_\_

**SECOND EMPLOYER NAME** \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
POSITION HELD \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_  
PERSON TO CONTACT \_\_\_\_\_ PHONE \_\_\_\_\_  
REASON FOR LEAVING \_\_\_\_\_

**THIRD EMPLOYER NAME** \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
POSITION HELD \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_  
PERSON TO CONTACT \_\_\_\_\_ PHONE \_\_\_\_\_  
REASON FOR LEAVING \_\_\_\_\_

**FOURTH EMPLOYER NAME** \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
POSITION HELD \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_  
PERSON TO CONTACT \_\_\_\_\_ PHONE \_\_\_\_\_  
REASON FOR LEAVING \_\_\_\_\_

**FIFTH EMPLOYER NAME** \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
POSITION HELD \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_  
PERSON TO CONTACT \_\_\_\_\_ PHONE \_\_\_\_\_  
REASON FOR LEAVING \_\_\_\_\_

**MILITARY STATUS**

HAVE YOU SERVED IN THE U.S. ARMED FORCES: \_\_\_\_\_  
BRANCH \_\_\_\_\_ DATES: FROM \_\_\_\_\_ TO \_\_\_\_\_

**EDUCATION**

HIGHEST GRADE COMPLETED: HIGH SCHOOL: 1 2 3 4 COLLEGE: 1 2 3 4  
LAST SCHOOL ATTENDED \_\_\_\_\_  
NAME ADDRESS

**OFFICE CLERICAL**

(Answer only if applying for office position)

COMPUTER EXPERIENCE (list all software, applications and databases) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain your qualifications and experience for the position for which you are applying. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EXPERIENCE AND QUALIFICATIONS – HEAVY EQUIPMENT OPERATOR**

(Answer only if applying for operator or laborer position)

CLASS OF EQUIPMENT	TYPE OF EQUIPMENT	TRAINING	YEARS OF EXPERIENCE
CRANES			
BACKHOES/EXTENDAHOES			
EXCAVATORS			
DOZERS			
FRONT LOADER			
SCRAPER			
COMPACTION EQUIPMENT			

**EXPERIENCE AND QUALIFICATIONS – MAINTENANCE/ SHOP**

(Answer only if applying for shop or mechanical position)

LIST COURSES AND TRAINING \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Maintenance/Shop Applications Only**

Indicate Training and Experience in the Following	Training (Check)	Years of Experience
Drive Train Components *Diesel Engine (indicate make of engine) Tune Up Rebuild		
*Gasoline Engine (indicate make of engine) Tune Up Rebuild		
*Gearing System Transmission Rear End		
Brakes * Air * Hydraulic		

Indicate Training and Experience in the Following	Training (Check)	Years of Experience
Cooling System		
Electrical Repair		
Air Conditioning/Refrig.		
Tire Service * Wheel Change * Flat Repair		
Frame & Wheel Alignment		
Body Work		
Trailer Repair		
Other (Specify)		

Indicate Equipment You Can Operate	Training (Check)	Years of Experience
Welding Equipment * Electric Arc * Hel-Arc		
* Wire Feed * Oxyacetylene Torch		
Frame & Axle Straightening Equipment		
Injector & Fuel Pump Rebuilding Equipment		
Wheel & Tire Balancing Equipment		

Indicate Equipment You Can Operate	Training (Check)	Years of Experience
Tire Recapping Equipment		
Engine/Chassis Dynamometer		
Magnetic Crack Detection Equipment		
Engine Analyzer		
Emission Measurement Equipment		
Paint Spray Gun		
Other (Specify)		

**TO BE READ AND SIGNED BY APPLICANT**

I understand that consideration for employment may be contingent on the results of a reference, background and/or driving record check. I authorize Moore Excavation Inc. to investigate the truthfulness of all statements made on this application and to contact my former employers, other listed references, or any other persons who can verify information. I further authorize Moore Excavation Inc. to discuss the results of any investigation with all of their employees who are involved in the hiring process. I further authorize all contacted persons and former employers to provide information concerning this application, my background and suitability for employment and I release each such person and former employers from liability for providing such information.

I certify that the information contained in this application is correct to the best of my knowledge, and I understand that falsifications and/or omissions in any detail is grounds for disqualification from consideration for employment or, if hired, for dismissal from employment. I further understand that if hired, my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either myself or the company. I further understand that no recruiter or interviewer or other representative of Moore Excavation Inc, other than Roy V. Moore, President, has any authority to enter into any agreement for employment for any specified period of time.

I understand and acknowledge that I may be required to submit to a physical initial examination, including drug test. Additionally, I hereby authorize the release of the results of such an examination to Moore Excavation Inc. for their use in evaluating my suitability for employment. Further, I release the examining facility and Moore Excavation Inc. from any and all liability, and from any damage that may result from the release of such information.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_