

WCS Construction LLC / William C. Smith & Company

Application for Employment

William C. Smith & Co., is an Equal Opportunity Employer and in conjunction with applicable laws, does not discriminate on the basis of race, color, religion, national origin, sex, marital status or disability.

PERSONAL INFORMATION

DATE _____

Name _____			
Last	First	Middle	
Address _____			
Street	City	State & Zip	
Home Telephone Number (____) _____		Referred By _____	
Social Security Number _____		Are you 18 yrs of age or older? Yes No	

Position(s) Applying For _____		Full Time, Part-Time or Temporary
Date available to start work _____		Can you work weekends? _____
Salary Requirement _____		Persons under 18 must provide work permit. Permit # _____

Have you previously been employed by William C. Smith & Co.? Yes _____ No _____

If yes, when? _____ What Dept.? _____
Mo. / Year

Referral Source: Were you referred by a William C. Smith & Co employee? Yes _____ No _____

Name of Employee _____ Current Job Title _____

Employee's Work Phone Number _____

Do you have the legal right to work in the United States? Yes ,, No ,,

(All individuals hired must provide documentation to comply with I-9 Regulations)

Have you ever been convicted of a crime or received a verdict of anything other than not guilty in any criminal investigation or proceeding? Yes __ No __

If yes, describe when the conviction occurred, the facts and circumstances, and any facts pertaining to rehabilitation. (Do not list any criminal charges for which the records have been expunged. A criminal offense will not necessarily bar employment).

Do you have any relatives who are currently working for this company? Yes _____ No _____

Names: _____

EDUCATION:

Name of School and Location	Last Year	Graduated	Major/Minor
High School _____	_____	Yes__ No__	_____
College _____	_____	Yes__ No__	_____
Other (Trade, Business, Military) _____	_____	Yes__ No__	_____

Professional Licenses/Certificates: _____

Foreign Languages: (List fluent only) Read _____ Write _____ Speak _____

EMPLOYMENT HISTORY:

List your last three (3) employers, starting with the most recent, including military experience

1. Employer _____	Telephone _____
Address _____	Job Title _____
Dates Employed: From _____	To: _____
Mo./Year	Mo./Year
Immediate Supervisor and Title _____	May we contact? Yes ___ No ___
Duties _____	

Reason for Leaving _____	
Starting Hourly Rate/Salary _____	Final Hourly Rate/Salary _____

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Address _____	Job Title _____
Dates Employed: From _____	To: _____
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Duties _____	

Reason for Leaving _____	
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It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the Employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my employment at any time, with or without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary.

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

I give the Employer the right to investigate all references and to secure additional information about my, qualifications and character including credit and police reports. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the Employer and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand that employment with William C. Smith & Company is contingent upon the successful Completion of a drug screening test and a background check.

Signature of Applicant Date

Interviewed By Date

4/05HR3/05HR