



Application for Employment

Today's Date: _____

Name: _____ Male Female
Last First M.I.

Address: _____ Home #: _____
City State Zip Cell #: _____
E-MAIL: _____

Emergency contact: _____ Phone: _____

For what position are you applying/what is your trade? Union Status: Journeyman

Bricklayer Carpenter Finisher 49er Apprentice ___year(s)

Laborer- Concrete or Masonry or Both (circle one) Union #: _____ or Non Union

(OPTIONAL) Race: White Black Hispanic Native American Other: _____

Verified	Emp. aware
<input type="checkbox"/>	Passport <input type="checkbox"/>
<input type="checkbox"/>	Drvs license <input type="checkbox"/>
<input type="checkbox"/>	Soc Sec <input type="checkbox"/>
<input type="checkbox"/>	Birth Cert. <input type="checkbox"/>
<input type="checkbox"/>	Voided Chk <input type="checkbox"/>
<input type="checkbox"/>	W-4 <input type="checkbox"/>
<input type="checkbox"/>	DS/CRT <input type="checkbox"/>
<input type="checkbox"/>	I-9 <input type="checkbox"/>
<input type="checkbox"/>	WORKING
<input type="checkbox"/>	DOCU-SCANNED
<input type="checkbox"/>	Not Hiring at this time

I have read the job description and understand this job requires for me to repeatedly: climb stairs and ladders, kneel, squat, bend, twist, and carry loads of 65lbs. I am also expected to work in temperatures of extreme heat and cold. Can you perform the requirements of this job without reasonable accommodation? Yes No

If no please explain: _____

Do you have any questions about what is required for this position? Yes No

Please furnish your drivers license number for insurance purposes, should you be required to drive a company vehicle for any reason: _____

Have you been convicted of, or served time for a felony in the past 7 years? If so, please describe in the box below. (The nature of the crime will be considered in relation to the position for which you are applying.)

Yes No If yes what was the incident, date, city and state, and the charge? _____

WORK HISTORY: Have you worked for NCM before? Yes No When? _____

List previous employers (if any) related to position you are applying for

Company: _____ from: _____ to: _____

Duties: _____

Supervisor: _____ Title: _____ Phone: _____

Company: _____ from: _____ to: _____

Duties: _____

Supervisor: _____ Title: _____ Phone: _____

REFERENCES:

Name: _____ Title: _____ Phone: _____

Name: _____ Title: _____ Phone: _____

I hereby state that the information given by me in this application is true in all respects. I understand that if I am employed and the information is found to be false in any respect, I will be subject to dismissal without notice at any time. I hereby authorize my former employers to release information pertaining to my work record, my work habits, and my work performance while in their employ and I hereby release all former employers and references from any liability for what they say about me or my job performance. I hereby authorize the individuals listed as personal references to release any personal information that may pertain to my work habits or work performance including my prior personnel records.

I understand and agree that the employee safety handbook which I receive will not constitute an employment contract, but will be merely a general statement of Northland Concrete & Masonry's current policies. I understand that I am responsible for knowing and following this information.

In the event I claim a workman's compensation injury, I release Northland Concrete & Masonry Co. to medical records that may be related to my employment. NCM will not share this information with any 3rd parties outside our workman's compensation insurance carrier.

I understand and agree that if I am offered employment by Northland Concrete & Masonry Co. My employment will be for no definite term and that either I or Northland Concrete & Masonry Co. will have the right to terminate the employment relationship at any time with or without cause, and with or without notice.

If hired...

- I will get all missing paperwork in to the office within 3 work days
- I will show up to work when asked and on time
- I will call my Supt the night before or by 6:00 am if I will be late or absent so they can find someone to fill in.
- I will bring my tools home with me every night in case I am called to go to a different jobsite.
- I will write legibly on my timecard. I will make sure each day is initialed by my foreman. I will use correct job numbers. If I don't know the job number I will find out before turning in my timecard which is due the Monday of each week.

(PRINT NAME)

(Date)

(Signature)

THIS ORGANIZATION IS AN EQUAL OPPORTUNITY EMPLOYER



HANDBOOK ACKNOWLEDGEMENT FORM

I have read a copy of Northland's Employee Handbook, have reviewed it and had the opportunity to ask any questions about it. I understand the policies described in the Handbook and agree to abide by them. Upon hire, I will receive a copy of this handbook.

I understand that this Handbook does not represent a contract of employment, but rather serves as a guideline.

I acknowledge that no representative of Northland has promised me employment for any definite period of time and that no one is authorized to make such promises to me unless they are in writing by management. I understand that as an employee of Northland I am employed at-will, meaning that either I or Northland may terminate my employment at any time, with or without cause.

I understand that this Employee Handbook and the policies and benefits described in it, may be changed from time to time, with or without advance notice, in Northland's discretion.

Printed Name: _____

Employee Signature: _____ Date: _____

Union affiliation: _____ Local #: _____

Please include any of the following certifications or classes you have received or attended:

- Osha-10 Valid Date: _____ through _____
- CPR/ 1st Aid Valid Date: _____ through _____
- Scaffolding Valid Date: _____ through _____
- Forklift Training Valid Date: _____ through _____

OTHER:

- _____ Valid Date: _____ through _____
- _____ Valid Date: _____ through _____

Photocopies of above cards and/or certificates to be kept on file

Name: _____

Employee Orientation Quiz

1. T F Employees must report all unsafe acts or conditions to their supervisor immediately. If not resolved they are encouraged to call the safety director.
2. T F Ladders should extend at least 3 feet over the working platform.
3. T F Minnesota soils are generally Class C which requires an excavation slope of ____ degrees.
4. T F An employee should fill out an ACCIDENT INVESTIGATION REPORT with their foreman immediately following a near miss or injury.
5. T F NCM employees must wear their hard hats, safety glasses, and vests from the job trailer or work area all the way to their vehicle or off the jobsite.
6. T F If you are going back to the same jobsite the next day you should leave your tools on site to save time in the morning.
7. A.W.A.I.R stands for _____.
R.T.K. stands for _____.
8. T F All gas cans must be labeled with the contents AND owner of the can according to OSHA's Hazard Communications standards.
9. NCM will test employees for drugs and/or alcohol under which circumstances ?
 - a. Reasonable suspicion
 - b. Is under the influence of drugs or alcohol
 - c. Has sustained a "personal injury"
 - d. Has caused a work related accident
 - e. Before hire and after a 1 year layoff
 - f. Any of the above
10. T F Work injuries do not cost NCM or the injured employee money because we already have workman's compensation insurance.
11. Our scaffold frames are 5' wide. How high can we build them before we need to tie them into the wall or provide additional support to prevent tip-over? _____ feet.
12. If our payroll department has not received your I-9 information, a voided check, and a W4 form:
 - a) we will call you repeated until you come in with this information so we can pay you
 - b) your foreman will help you fill them out, make copies and make sure it is all done properly.
 - c) we will be unable to process a paycheck for you that week. And until you take it upon yourself to come **in person** to the office and make sure all your documents are complete we cannot process your payroll.