



BARTON MALOW APPLICATION FOR EMPLOYMENT

This application for employment is used by Barton Malow Company. Barton Malow is an equal opportunity employer. Applicants will be considered without regard to race, citizenship, creed, color, gender, religion, age, national origin, marital status, physical or mental disabilities, sexual orientation or veteran status. Further, Barton Malow provides reasonable accommodation upon request, in accordance with State and Federal laws. Applicant's failure to provide true, accurate and complete information in this application will be grounds for immediate and permanent disqualification from employment, or upon subsequent discovery immediate termination from employment with Barton Malow Company.

PERSONAL DATA

Position Desired: (if skilled trades, indicate craft & union affiliation)		Application Date:	
Name:			
<i>Last Name</i>		<i>First Name</i>	
		<i>Middle</i>	<i>Social Security Number</i>
Home Address:			
<i>Street</i>		<i>City</i>	
		<i>State</i>	<i>Zip Code</i>
Home Phone:	Mobile Phone:	Email:	
Do you have the legal right to work in the United States?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you previously been employed by Barton Malow?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, where and when?			
Have you previously applied for a job with Barton Malow?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, where and when?			
Do you currently have any criminal charges pending against you?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please explain in the area provided.			
Have you ever been convicted of any crime other than a routine traffic offense? (Conviction is not necessarily a disqualification for employment)		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please explain in the area provided.			
Date Available For Work:	Salary Desired:	Type of Employment Desired:	
		Full - Time <input type="checkbox"/>	Part - Time <input type="checkbox"/>
		Regular <input type="checkbox"/>	Part - Time Hours <input type="checkbox"/>
		Temporary <input type="checkbox"/>	Internship <input type="checkbox"/>
		Are you willing to:	
		Travel? <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		% of travel	
		Relocation <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

EDUCATION & TRAINING

Highest Grade Completed:	<i>High School</i>				<i>Associate/VOC</i>				<i>College or University</i>				<i>Graduate</i>	
	9	10	11	12	1	2	3	4	FR	SO	JR	SR	MS	PHD
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type	<i>Name of School/Address</i>				<i>Graduate</i>		<i>Course of Study</i>		<i>Diploma, GED, Certificate, License or Degree Earned</i>					
High School					Yes <input type="checkbox"/>	No <input type="checkbox"/>								
Vocational, Technical or Business School					Yes <input type="checkbox"/>	No <input type="checkbox"/>								
College					Yes <input type="checkbox"/>	No <input type="checkbox"/>								



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Graduate School		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
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CURRENT EMPLOYMENT

Job Title		Dates			
		From:		To:	
Employer	Type of Business	Hourly or Annual Pay			
		Start :	\$	End:	\$
Street	City	State	Zip Code	May we contact your supervisor?	
				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name and Title of Immediate Supervisor				Phone Number	
Key Responsibilities of this position:					
Reason for Leaving					

PAST EMPLOYMENT

Job Title		Dates			
		From:		To:	
Employer	Type of Business	Hourly or Annual Pay			
		Start :	\$	End:	\$
Street	City	State	Zip Code	May we contact your supervisor?	
				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name and Title of Immediate Supervisor				Phone Number	
Key Responsibilities of this position:					
Reason for Leaving:					

Job Title		Dates			
		From:		To:	
Employer	Type of Business	Hourly or Annual Pay			
		Start :	\$	End:	\$
Street	City	State	Zip Code	May we contact your supervisor?	
				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name and Title of Immediate Supervisor				Phone Number	
Key Responsibilities of this position:					



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PAST EMPLOYMENT (continued)

Job Title		Dates			
		From:		To:	
Employer	Type of Business	Hourly or Annual Pay			
		Start :	\$	End:	\$
Street	City	State	Zip Code	May we contact your supervisor?	
				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name and Title of Immediate Supervisor				Phone Number	
Key Responsibilities of this position:					
Reason for Leaving:					

SKILLS

Are you proficient in any language other than English? If so, please provide language and level of proficiency.

List office or power equipment that you can operate.

Office:		Machines/Equipment:	
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List any other certifications or professional licenses such as; OSHA (10 hr/30 hr), Prolog, PE, RA, PMP, CPA, etc.

	Date Completed:	
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List professional, trade, business, or civic associations of which you are a member and any office held.

Please list any additional information you would like us to consider.

REFERENCES

List people we can contact who are able to evaluate and comment on your professional knowledge and ability. Two should be in a position above yours (superiors), one on the same level (colleagues), if possible.

Name	Yrs of Acquaintance	Professional Relationship		
Title	Company	Phone Number	Email	

Name	Yrs of Acquaintance	Professional Relationship		
Title	Company	Phone Number	Email	

Name	Yrs of Acquaintance	Professional Relationship		
Title	Company	Phone Number	Email	

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EMPLOYMENT RELATIONSHIP

This section defines your employment relationship with Barton Malow Company (BMC). In accordance with applicable law, the terms and conditions of employment with Barton Malow are as follows:

- Barton Malow is an at-will employer and you are employed at the will of Barton Malow. This means that Barton Malow can make employment decisions and act on them according to its own judgment. There is no requirement that an announcement be made, that Barton Malow’s decisions be correct, or that you agree with them. It means that your employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of Barton Malow.
- Barton Malow reserves the right to amend, add, or withdraw any of its internal policies and procedures at any time Barton Malow wishes to do so and Barton Malow retains the exclusive right to administer and interpret them. Barton Malow policies and procedures are not contracts and do not guarantee employees’ rights or benefits. This means that Barton Malow’s policies and procedures are only guidelines and may not be followed in a particular case. The decision of the Executive Vice President and Chief Operating Officer will be final in any matter involving Barton Malow’s policies and procedures even if other Barton Malow employees provide differing interpretations.
- Your employment relationship with Barton Malow, and your status as an employee at will, cannot be changed by anyone other than the President and Chief Executive Officer of Barton Malow, and only if you are given a written employment agreement signed by the President and Chief Executive Officer which specifically states that your at will status has been changed. General statements, such as a statement of the Barton Malow’s mission, vision, or values, do not change your employment relationship with Barton Malow.

Public Law 91-508 requires we advise you that a routine inquiry may be made which will provide information concerning character, reputation, personal characteristics and mode of living as it relates to the position for which you may be considered. If inquiry is made you may, upon written request, obtain information as to the nature and scope of the report.

APPLICANT CERTIFICATION

I agree to observe all rules, regulations, and policies of Barton Malow. I have read and understand the above description of my employment relationship with Barton Malow. I hereby certify that the information provided by me concerning my application for employment (and accompanying documents) is true, accurate and complete. I understand that consideration of my employment with Barton Malow is contingent upon the results of a favorable reference check, background check and passing a substance abuse test. I understand that failure to provide true, accurate and complete information will be grounds for immediate and permanent disqualification from employment, or upon subsequent discovery, immediate termination from my employment with Barton Malow. I understand that if I have a criminal conviction which I have disclosed to Barton Malow, I will not automatically be ineligible for employment but that the type and seriousness of the crime, the frequency of violations, my age at the time of conviction, the date of conviction, and my entire work and educational history will be considered.

My signature below serves as my authorization to Barton Malow to investigate all statements made by me or information contained in my employment application (and accompanying documents), including the confirmation of the absence of any criminal convictions. I understand that if the position I seek or any position I may receive involves the use and operation of an automobile vehicle, I authorize Barton Malow to make periodic checks on my driver’s license record. I also authorize my current and any former employers, educational institutions, and organizations referenced in this application (and accompanying documents) to provide Barton Malow with any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application. Further, I hereby release such parties from any liability, damages, cause of actions, complaints, or charges which may result from the giving and receiving of such information, even if I consider the information unfavorable.

I further understand that any claim I may have against Barton Malow that arises out of this application, my employment or termination of employment must be brought within 180 days of the event giving rise to the claim, unless shorter by law, or be forever barred, and I expressly waive any limitation periods to the contrary.

Applicant Signature:		Date:	
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**BARTON MALOW
AFFIRMATIVE ACTION DATA REPORT**

We are an equal opportunity employer. Applicants will be considered without regard to race, citizenship, creed, color, gender, religion, age, national origin, marital status, physical or mental disabilities, sexual orientation or veteran status.

U.S. Government agencies require periodic reporting of data on gender, race, disabled and veteran status of applicants for affirmative action analysis only. In an effort to comply with government requirements, we ask that you complete this form. Submission of this information is strictly voluntary. This data is not part of your official application for employment. It will be kept in a confidential file maintained separately from your application form. It will not be used in any hiring decision.

Name:			
	<i>Last</i>	<i>First</i>	<i>Middle</i>
Position Applied For:			

Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Check All That Apply:	<input type="checkbox"/>	Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
	<input type="checkbox"/>	White (Not Hispanic or Latino origin) - A person having origins in any of the original peoples of Europe, Middle East, or North Africa.
	<input type="checkbox"/>	Black or African American (Not Hispanic or Latino origin) - A person having origins in any of the black racial groups of Africa.
	<input type="checkbox"/>	Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino origin) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
	<input type="checkbox"/>	Asian (Not Hispanic or Latino origin) - A person having origins in any of the original peoples of the far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
	<input type="checkbox"/>	American Indian or Alaskan Native (Not Hispanic or Latino origin) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Special notice to Vietnam era veterans, disabled veterans and individuals with physical or mental handicaps or disabilities:

Government contractors subject to the Vietnam Era Veterans Readjustment Act of 1974 and the Rehabilitation Act of 1973 are required to take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam era, and qualified handicapped or disabled individuals. To assist us in proper placement in determining reasonable accommodation, you may identify yourself by checking one of the boxes below. *This information is considered confidential, and failure to provide this information will not adversely affect your consideration for employment.*

If you wish to be identified, please check the following as applicable.

- (V) Vietnam Era Veteran (DV) Disabled Veteran (PI) Physically Impaired Individual

How did you learn about the job opportunity at Barton Malow (check one):

- (A) Advertisement (U) Unsolicited (SF) Search Firm
 (I) Internet (OH) Open House (R) Referred by: _____
 (JF) Job Fair (SE) State Employment (O) Other: _____