



DATE: \_\_\_\_\_

### APPLICATION FOR EMPLOYMENT

Please Answer All Questions  
Resumes Are Not A Substitute for a Completed Application

Position Applying For: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone Number: ( ) - \_\_\_\_\_

Present Address: \_\_\_\_\_ How Long Live Here: /  
Street, Apt. or Unit No./City/State/Zip yrs mos

Previous Address: \_\_\_\_\_ How Long Live Here: /  
Street, Apt. or Unit No./City/State/Zip yrs mos

Desired Salary/Hourly Rate: \_\_\_\_\_ Over 18 Years Old: Yes No

If under the age of 18, can you produce the necessary work certificate at the time of employment? Y N

Type of Employment Desired? Full-Time Part-Time (Specify Hours): \_\_\_\_\_

Are you willing to work overtime? Yes No Date on which you can start work if hired: \_\_\_\_\_

Have you previously applied for employment with The Bridge Group Construction, Inc.,? Yes No

If Yes, when and where did you apply? \_\_\_\_\_

Have you ever been employed by The Bridge Group Construction, Inc.? Yes No If Yes, provide dates of employment, location, and reason for separation from employment. \_\_\_\_\_

Have you ever plead guilty or no contest to, or been convicted of any criminal offense other than convictions that were sealed, eradicated, erased, annulled by a court, or expunged, or convictions that resulted in referral to a diversion program. Yes No

Have you ever been arrested for any matters for which you are out on bail or on your own recognizance pending trial? Yes No

**CRIMINAL OFFENSES ONLY:** If you answered Yes, to either of the above two questions, please provide the date(s) and explain in accordance with the above instructions so that individual circumstances can be considered. \_\_\_\_\_

*Criminal convictions or arrests will not automatically disqualify an applicant from a particular job. The Bridge Group Construction, Inc., will consider the nature of the crime, its seriousness, whether the conviction(s) substantially relates to the position's functions and qualifications, the frequency of convictions, the applicant's age at the time of conviction, the time elapsed since the date of conviction or completion of jail sentence, the applicant's entire work and educational history, and employment references and recommendations.*

Have you ever initiated an act of violence in the workplace? Yes No

Applicant's Initials: \_\_\_\_\_



If Yes, please provide the date(s) and explain so that individual circumstances can be considered. (A "Yes" answer will not necessarily disqualify you from employment.) \_\_\_\_\_

**EDUCATION:** List all special technical skills that you feel qualify you for the job for which you are applying (i.e. computer programming/language, software, equipment operations, special tools or machines, etc.) \_\_\_\_\_

| <u>EDUCATION</u>                  | <u>SCHOOL NAME/LOCATION</u> | <u>COURSE OF STUDY</u> | <u>GRADUATE?</u> | <u># OF YEARS COMPLETED</u> | <u>DEGREE /MAJOR</u> |
|-----------------------------------|-----------------------------|------------------------|------------------|-----------------------------|----------------------|
| <u>HIGH SCHOOL</u>                |                             |                        |                  |                             |                      |
| <u>COLLEGE</u>                    |                             |                        |                  |                             |                      |
| <u>BUS./TECH./TR ADE/ OR POST</u> |                             |                        |                  |                             |                      |

Honors Received: \_\_\_\_\_

Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work and educational records? \_\_\_\_\_

**WORK EXPERIENCE:** Please list the names of your present or previous employers in chronological order with present or last employer listed first. Account for all periods of time including any period of unemployment. If self-employed, supply firm name and business references. You may include any verifiable work performed on a volunteer basis, internships, or military service. Your failure to completely respond to each inquiry may disqualify you for future consideration from employment.

**EMPLOYER (CURRENT)**

|   |  |                           |
|---|--|---------------------------|
| Name _____  | Address _____                          | Type of Business _____    |
| Telephone Number: _____ ( ) _____ - _____                               | Dates Employed: From _____/_____/_____ | To _____/_____/_____      |
| May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No | Job Title: _____                       | Duties: _____             |
| Supervisor's Name: _____  | Wages: Start: _____ Final: _____       | Reason for Leaving: _____ |

What will this employer say was the reason your employment terminated? \_\_\_\_\_

How much notice did you give when resigning? If none, explain. \_\_\_\_\_

Applicant's Initials: \_\_\_\_\_



**PAST EMPLOYER**

|  |  |                  |
|--|--|------------------|
| Name   | Address  | Type of Business |
| Telephone Number: _____ ( ) _____ - _____                                    | Dates Employed: From _____/_____/_____<br>To _____/_____/_____ |                  |
| May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No      |  |                  |
| Job Title: _____   | Duties: _____  |                  |
| Supervisor's Name: _____   | _____  |                  |
| Wages: Start: _____ Final: _____   | _____  |                  |
| Reason for Leaving: _____  | _____  |                  |
| _____  |  |                  |
| What will this employer say was the reason your employment terminated? _____ |  |                  |
| _____  |  |                  |
| How much notice did you give when resigning? If none, explain. _____         |  |                  |

**PAST EMPLOYER**

|  |  |                  |
|--|--|------------------|
| Name   | Address  | Type of Business |
| Telephone Number: _____ ( ) _____ - _____  | Dates Employed: From _____/_____/_____<br>To _____/_____/_____ |                  |
| May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No                |  |                  |
| Job Title: _____   | Duties: _____  |                  |
| Supervisor's Name: _____   | _____  |                  |
| Wages: Start: _____ Final: _____   | _____  |                  |
| Reason for Leaving: _____  | _____  |                  |
| _____  |  |                  |
| What will this employer say was the reason your employment terminated? _____           |  |                  |
| _____  |  |                  |
| How much notice did you give when resigning? If none, explain. _____                   |  |                  |
| Please explain fully all gaps in your employment history in excess of one month. _____ |  |                  |
| _____  |  |                  |
| _____  |  |                  |

Have you ever been terminated or asked to resign from any job?  Yes  No  
 Has your employment ever been terminated by mutual agreement?  Yes  No  
 Have you ever been given the choice to resign rather than be terminated?  Yes  No



If you answered Yes to any of the above three questions, please explain the circumstances of each occasion.

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**REFERENCES:** Please list the names of additional work-related references we may contact. Individuals with no prior work experience may list school or volunteer related references.

| <u>NAME</u> | <u>POSITION</u> | <u>COMPANY</u> | <u>WORK RELATIONSHIP</u><br>(I.E. SUPERVISOR, CO-WORKER) | <u>TELEPHONE</u> |
|-------------|-----------------|----------------|--|------------------|
| 1.          |                 |                |  |                  |
| 2.          |                 |                |  |                  |
| 3.          |                 |                |  |                  |

Please list the names of personal references (not previous employers or relatives) who know you well that we may contact.

| <u>NAME</u> | <u>POSITION</u> | <u>COMPANY</u> | <u>WORK RELATIONSHIP</u><br>(I.E. SUPERVISOR, CO-WORKER) | <u>TELEPHONE</u> |
|-------------|-----------------|----------------|--|------------------|
| 1.          |                 |                |  |                  |
| 2.          |                 |                |  |                  |

### APPLICANT CERTIFICATION

I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license and automobile liability insurance in a amount equal to the minimum required by the state where I reside.

I understand that The Bridge Group Construction, Inc., may now have, or may establish, a drug-free workplace or drug and/or alcohol testing program consistent with applicable federal, state and local law. If The Bridge Group Construction, Inc., has such a program and I am offered a conditional offer of employment, I understand that if a pre-employment (post-off) drug and/or alcohol test is positive, the employment offer may be withdrawn. I agree to work under the conditions requiring a drug-free workplace, consistent with applicable federal, state, and local law, may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or controlled drugs. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continual employment and I agree to undergo alcohol and drug testing consistent with The Bridge Group Construction, Inc.'s policies and applicable federal, state, and local law.

If employed by The Bridge Group Construction, Inc.,, I understand and agree that The Bridge Group Construction, Inc.,, to the extent permitted by federal, state, and local law, may exercise its right, without prior warning or notice, to conduct investigations of property (including, but not limited to, files, lockers, desks, vehicles, and computers) and, in certain circumstances, my personal property.

I understand and agree that as a condition of employment and to the extent permitted by federal, state, and local law, I may be required to sign a confidentiality, non-compete, and/or conflict of interest statement.



I certify that all the information on this application, my resume, or any supporting documents I may present during any interview is and will be complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal.

I UNDERSTAND THAT NEITHER THIS APPLICATION NOR ANY COMMUNICATION BY A MANAGEMENT REPRESENTATIVE IS INTENDED TO CREATE OR DOES CREATE A CONTRACT OF EMPLOYMENT, OFFER, OR PROMISE OF EMPLOYMENT FOR A DEFINITE TERM. I ACKNOWLEDGE THAT IF HIRED BY THE BRIDGE GROUP CONSTRUCTION, INC., EMPLOYMENT IS ON AN A-WILL BASIS IN ACCORDANCE WITH STATE LAW. THIS MEANS THE BRIDGE GROUP CONSTRUCTION, INC., IS FREE TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE OR ADVANCE NOTICE, IN ACCORDANCE WITH STATE LAW, AND ACCEPTANCE OF EMPLOYMENT IS NOT A CONTRACT OF EMPLOYMENT OF R ANY SPECIFIED TIME. SIMILARLY, I AM FREE TO TERMINATE MY EMPLOYMENT WITH THE COMPANY AT ANY TIME FOR ANY REASON. THIS AT-WILL PROVISION MAY BE MODIFIED OR WAIVED ONLY IN A WRITTEN AGREEMENT SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE BRIDGE GROUP CONSTRUCTION, INC., AND ME. I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF THE BRIDGE GROUP CONSTRUCTION, INC., AND I UNDERSTAND THAT THE BRIDGE GROUP THAT IT WILL NOT MODIFY ITS POLICY OF EMPLOYMENT AT-WILL OR ITS ARBITRATION POLICY, IF ANY.

I authorize The Bridge Group Construction, Inc., or its agents to confirm all statements contained in this application and/or resume as it relates to the position I am seeking and to the extent permitted by federal, state, or local law. I agree to complete any requisite authorizations forms for the background investigation.

I authorize and consent to, without reservation, any party or agency contacted by this employer to furnish the above-mentioned information. I hereby release, discharge and hold harmless, to the extent permitted by federal, state, and local law, any party delivering information to The Bridge Group Construction, Inc., or its duly authorized representative pursuant to this authorization form any liability, claims, charges, or causes of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from liability The Bridge Group Construction, Inc., and its representative for seeking such information and all other persons, corporations, or organizations furnishing such information.

If hired by The Bridge Group Construction, Inc., I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be employed in the United States by The Bridge Group Construction, Inc.,

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF SIXTY (60) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY. I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE AND COMPLETE.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER. APPLICANTS ARE CONSIDERED FOR POSITIONS WITHOUT REGARD TO RACE, RELIGION, SEX, NATION ORIGIN, AGE, DISABILITY, OR ANY OTHER CONSIDERATION MADE UNLAWFUL BY APPLICABLE FEDERAL, STATE, OR LOCAL LAWS.**

If the applicant is a minor, the foregoing release and consent must be signed by the applicant's parent or legal guardian. Signature by the applicant's parent or legal guardian constitutes acknowledgement by the applicant and the parent or legal guardian that The Bridge Group Construction, Inc., to the extent permitted by federal, state, and local law, can test the applicant for controlled substances, conduct inspections of property without notice, and communicate screen results to The Bridge Group Construction, Inc., personnel who need to know, the applicant, and the applicant's legal guardian.

\_\_\_\_\_  
Parent/Legal Guardian

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Applicant's Initials: \_\_\_\_\_



**EMPLOYEMNT  
CONSUMER REPORT  
BACKGROUND CHECK  
RELEASE AUTHORIZATION**

In connection with my application for employment with The Bridge Group Construction, Inc., or as an employee of a subcontractor doing work for The Bridge Group Construction, Inc., and as required by The Bridge Group Construction, Inc., I understand that an employment investigative consumer report may be requested that will include information regarding my motor vehicle operation and any past criminal history from various state(s).

**I HEREBY AUTHORIZE, WITHOUT RESERVATION, ADMINISTRATOR, INFORMATION SERVICE BUREAU, EMPLOYER, GOVERNMENTAL ENTITY OR INSURANCE COMPANY TO FURNISH THE ABOVE-MENTIONED INFORMATION.**

I further acknowledge that a telephonic facsimile (FAX) or photographic copy shall be as valid as the original. This release includes all state and federal agencies. According to Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my prospective employer from a consumer-reporting agency. If so, I will be so advised and be given the name of the agency or source of information.

I hereby consent to your, or your agent, obtaining the above-mentioned information and reports and agree to indemnify and hold harmless, you or your agent, their agent or their representative for record content, errors or omissions.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

The following must be filled out completely & Signed by the Applicant/Employee (PLEASE PRINT):

|           |            |            |
|-----------|------------|------------|
| Last Name | First Name | M. Initial |
|-----------|------------|------------|

\_\_\_\_\_  
Home Address

|      |       |     |
|------|-------|-----|
| City | State | Zip |
|------|-------|-----|

|                 |               |
|-----------------|---------------|
| Social Security | Date of Birth |
|-----------------|---------------|

|                         |                   |
|-------------------------|-------------------|
| Driver's License Number | State of Issuance |
|-------------------------|-------------------|

\_\_\_\_\_  
DRIVER SIGNATURE

\_\_\_\_\_  
DATE



**CONSENT FOR  
DRUG/ALCOHOL  
SCREEN TESTING**

I, \_\_\_\_\_, have been fully informed by my potential employer of the reasons for this urine test for drug and/or alcohol. I understand what I am being tested for, the procedure involved, and do hereby freely give my consent. In addition, I understand that the results of this test will be forwarded to my potential employer and become part of my record.

If this test result is positive and for this reason I am not hired, I understand that I will be given the opportunity to explain the results of this test.

I hereby authorize these test results to be released to:

**The Bridge Group Construction, Inc.  
and/or It's Representatives  
P.O. BOX 2703394  
FLOWER MOUND, TEXAS 75027**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Applicant's Initials: \_\_\_\_\_