



Redland Grading

Application for Employment

Applicant Note

This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. If employment is offered, it is strictly on an "at will" basis, which means that you may resign at any time, or Redland Grading Construction may terminate your employment at any time for no reason, or for any reason not prohibited by law. Please answer all appropriate questions completely and accurately. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. Our company is an equal opportunity employer and will consider all applicants for all positions equally without regard to their race, sexual orientation, age, color, religion, national origin, veteran status or any disability as provided in the Americans With Disabilities Act. A felony conviction will not necessarily bar an applicant from employment. Affirmative action hiring may be requested by qualified applicants. Additional testing of job-related skills and for the presence of drugs on your body may be required prior to employment. After an offer of employment, and prior to reporting to work, you may be required to submit to a medical review. Depending on company policy and the needs of the job, you may be required to complete a medical history form, and may be required to be examined by a medical professional designated by the company.

Position Applied For / Job Code

General Information

Name		Social Security	
Address		Home Phone	
City, State, ZIP Code		Work Phone	
Emergency Contact		Phone	
Prior Address		Have you applied at Redland Grading before?	Yes No
Prior City, State, ZIP		Who referred you to Central?	

Drivers License

Drivers License Number		State of Issue:		Expiration Date	
Type of License:		Endorsements:		Restrictions:	

Equipment Operator / Experience

List below any Vehicle / Equipment Accidents involved in over the past 5 years:			
Date	Nature of Accident	Injuries/Fatalities	State Occurred In

Equipment Operator / Experience

List below any traffic citations, convictions, or forfeitures over the past 5 years (other than parking violations):			
Date	Location	Charge	Penalty

Class of Equipment	Type of Equipment Used	Months/Years	Company working for when operating the vehicle(s):
Heavy Equipment			
Oversized Loads			
Other			
List all states you have operated in over the past 5 years:			
List any special courses or training taken that may help you as an operator / driver:			
Have you been given a job description, or had the requirements of the job explained to you?		Yes	No
Do you understand these requirements?		Yes	No
Can you perform the requirements of this job with or without reasonable accommodation?		Yes	No

Previous Employment

Employer / Address	Supervisor / Phone	From Year / To Year	Position / Salary	Describe your job responsibilities:

Education

Level of Education	Name of School	From Year	To Year	Did you graduate?	List Degrees
High School				Yes No	
College				Yes No	
Graduate School				Yes No	
Other (Specify)				Yes No	

Security

List all counties and states of residence for the past seven years.	
Have you used another name or Social Security Number, other than those listed above? Yes No	
Have you been convicted of a felony and/or served time for a felony within the past seven years? Note: A conviction will not necessarily disqualify you from employment. Yes No	

References

Name	Address	Phone	Years Known	Relationship

Availability

Position applied for:		Requested Rate of Pay:	
Full-Time Part-Time Temporary		Date Available to Work:	

Comments

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Certification, Release and ADR

By signing below, I certify that I have read and understand the applicant note on this form, and that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of facts called for in this application may result in rejection of my application or discharge at any time during my employment. I authorize the company and/or its agents, including consumer reporting bureaus, to verify any of this information, including, but not limited to, criminal history and motor vehicle driving records. I authorize all persons, schools, companies, and law enforcement authorities to release any information concerning my background and hereby release any said persons, schools, companies, and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I also understand that the use of illegal drugs is prohibited prior to and during employment. I agree to mediate in good faith any issue which arises concerning my hiring, my employment or termination from employment. I also understand that if hired, I am required to abide by all rules and regulations of the organization.

Digital Signature		Last 4 SSN		Application Date	
Email Address		Zip Code		© 2024 Redland Grading Construction	

PDF Form Submission may not be available on the device you are using. If your device does not support PDF Form Submission (if nothing happens when you click the Submit Application button above), please follow these additional steps:

- 1) Save the **Application for Employment** on your device.
- 2) Find the folder on your device that contains your Application for Employment.
- 3) Rename the application.pdf file so that it includes your name.
- 4) Open your email program.
- 5) Attach your **Application for Employment** to the email.
- 6) Send the email to MaryAnn@redlandgrading.com.

Redland Grading Company, Inc.
Certification and Agreement

Please read the following statements carefully before

As part of the organization's employment procedures, a routine background investigation may be made by an independent consumer-reporting agency. As part of this background investigation, I agree to the following:

- To have a criminal record and Driver's License history check.
- To submit to a test for the presence of drugs and/or alcohol.
- To allow a verification of previous employment and personal references.

I understand that these procedures could take place prior to, or at any time subsequent to any employment.

If the background or any subsequent investigation discloses any misrepresentation on the application form or information indicating that I am not suited for employment with Redland Grading Company, Inc., I will be refused employment, or, if already employed, terminated.

I understand and agree that, if hired, my employment with Redland Grading Company, Inc. is at will and for no definite period of time and I may be terminated at any time, for any reason, with or without notice (unless required by law).

I understand that all information about Redland Grading Company, Inc. is confidential and that only individuals designated by Redland Grading Company, Inc. are authorized to speak on behalf of the company. I also understand that certain information, such as employee compensation, is confidential and should only be discussed with those to whom I directly report. I understand and agree that, should I be employed by Redland Grading Company, Inc., I will not, at any time, communicate or reveal any business of Redland Grading Company, Inc. or any such information, records, files or matters contained therein, unless I have been specifically authorized to do so, and will otherwise refer such inquiries to my supervisor or designated authorized spokespersons. I also understand that any violation of the foregoing may result in progressive counseling up to and including grounds for termination of my employment.

In the event that I am employed by Redland Grading Company, Inc., I will comply with all the rules and regulations as set forth in the Redland Grading Company, Inc.'s Employee Handbook, policy manual or other communications distributed to all employees.

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably.

This document is not a contract and no statements made by any representative of Redland Grading Company, Inc. should be considered a contract.

I understand that I have no expectation of privacy with regard to any property owned or operated by Redland Grading Company, Inc. I understand that Redland Grading Company, Inc.'s premises, equipment, machinery, storage, electronic systems and desks are subject to search at any time.

I understand that according to federal law, all individuals who are hired must, as a condition of employment, produce certain documents to verify their identity and their legal authorization to work in the U.S. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the time period required by law. I also understand that if my immigration or work authorization status changes after I begin work so that I am no longer able to continue work in the U.S., I will advise my immediate supervisor and will follow up with the Administrative staff.

Please note that applications for employment are considered to be active for a period of 30 days. After this period of time, it will be necessary for you to file a new application form if you still wish to be considered for employment.

I hereby authorize, without reservation, any party or agency contacted by this employer to furnish the above mentioned information and further authorize ongoing procurement of the above mentioned reports at any time during my employment. Copies of this authorization are as valid as the original document. I hereby acknowledge that I have read and understand the above statements.

Signature: _____ Print Name: _____ Date: _____

Redland Grading Company, Inc. Drug Testing Policy

The Redland Company, Inc. strives to provide a safe work environment. Therefore it is a must to take the following drug tests when necessary: Pre-Employment, Random, Post-Accident, Reasonable Suspicion and GDOT breath alcohol.

1 — Donor to test positive on any DOT drug or alcohol test

A — Termination

2 — Donor to test positive on any non-DOT test. Policy is as follows:

A — Offer rehab at employee's expense. Rehab must be approved from a list provided by Redland Grading Company, Inc. Once successfully completing the rehab, a job will be offered to the employee, but is not guaranteed the same pay scale or job description. All wages will be discontinued, as soon as the positive result is brought to Redland Grading Company, Inc.'s attention, and will not restart until the employee starts back to work.

B — After completion of rehab the employee will be placed on a two year probation program, drug tested at any time, including random testing. If the employee tests positive and/or is arrested for any drug related crime during this probation period, the employee will be terminated.

C — Once the employee has been officially notified, the employee is to report for testing. Failure to respond for drug testing without just cause subjects the employee to termination. In most cases, but not all, Redland Grading Company, Inc will supply transportation to the collection center.

a) — In reference to paragraph C, the following exceptions are noted: All employees must report for post accident, and reasonable suspicion drug testing immediately.

I have read and agree to abide by Redland Grading Company, Inc.'s Drug Testing Policy

Name (PRINT): _____

Signature: _____

Date: _____