

# EAST COAST INCORPORATED CONTRACTING

160 Lamont Street ▲ New Cumberland, PA 17070  
(717) 774-5550 ▲ Fax (717) 774-5151

## APPLICATION FOR EMPLOYMENT

East Coast Contracting, Inc. is an equal employment opportunity employer and will not discriminate against any applicant or employee on any grounds protected under federal, state, or local law, including race, color, religion, age, sex, sexual orientation, national origin, ancestry, marital status, handicap, disability related to pregnancy or childbirth, membership or activity in any labor organization, or any other characteristic protected under federal, state or local law. None of the questions in this application are intended to elicit information regarding any protected characteristics, nor imply any limitation preference or discrimination based protected characteristics.

If you are hired by East Coast Contracting, Inc., you will be employed on an at-will basis. As an at-will employee, you may terminate your employment at any time and for any reason. Similarly, if you are hired, East Coast Contracting, Inc. will have the right to terminate your employment at any time and for any reason.

As an employee of East Coast Contracting, Inc. you will be required to submit background and clearance applications to obtain acceptable PA Department of Education clearances as required for commercial construction projects at school facilities.

I understand that I am responsible for my own transportation to project sites.

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NAME

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POSITION

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DATE

Answer ALL Questions Completely - Please Print - Be Sure to Complete All Applicable Pages



NAME: \_\_\_\_\_ SOCIAL SECURITY: \_\_\_\_\_  
                     LAST                    FIRST                    MI

PRESENT ADDRESS: \_\_\_\_\_  
                                     STREET OR PO BOX                                    CITY                                    ST                    ZIP

PERMANENT ADDRESS: \_\_\_\_\_  
                                     STREET OR PO BOX                                    CITY                                    ST                    ZIP

HOME PHONE NO.: \_\_\_\_\_ MESSAGE PHONE NO.: \_\_\_\_\_

POSITION APPLYING FOR: \_\_\_\_\_ DATE AVAILABLE: \_\_\_\_\_

SALARY EXPECTED: \_\_\_\_\_ HOURS AVAILABLE: \_\_\_\_\_

Full-Time: \_\_\_\_\_ Part-Time: \_\_\_\_\_ Temporary: \_\_\_\_\_ Seasonal: \_\_\_\_\_

If hired, can you furnish proof that you are 18 years of age or older? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain: \_\_\_\_\_

If hired, can you furnish proof that you are eligible to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain: \_\_\_\_\_

Have you applied/worked (please circle one) for East Coast Contracting, Inc. before? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, where and when? \_\_\_\_\_

Do you have a CDL license? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, which class? \_\_\_\_\_ If yes, please provide proof.

Do you have a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_

Equipment Operated? \_\_\_\_\_

Education	Name and Location of School	No. of Years	Did you Graduate	Major
High School				
College				
Trade				

Have you served in the military? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, which branch? \_\_\_\_\_ Rank: \_\_\_\_\_

Briefly describe your military duties if any may be related to position applied for: \_\_\_\_\_  
 \_\_\_\_\_

Present membership in the National Guard or Reserves? Yes \_\_\_\_\_ No \_\_\_\_\_

List employers during the last ten (10) years, with your present employer first. If more space is needed, please use additional pages and attach.

EMPLOYER NAME ADDRESS & PHONE	POSITION & FINAL PAY RATE	SUPERVISORS NAME AND TITLE	DATES OF EMPLOY
<u>Company:</u>  <u>Address:</u>  <u>Telephone:</u>	<u>Position:</u>  <u>Duties:</u>  <u>Circle:</u> FT/PT <u>Wage:</u>	<u>Name:</u>   <u>Title:</u>	From: To: Reason for leaving  Can we contact?
<u>Company:</u>  <u>Address:</u>  <u>Telephone:</u>	<u>Position:</u>  <u>Duties:</u>  <u>Circle:</u> FT/PT <u>Wage:</u>	<u>Name:</u>   <u>Title:</u>	From: To: Reason for leaving  Can we contact?
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REFERENCES: Give the names of three people NOT related to you, whom you have known at least one year.

INDIVIDUAL'S NAME	PHONE	COMPLETE ADDRESS	OCCUPATION	YEARS KNOWN

Applications for employment in certain positions are required to submit for post-offer medical examinations to determine if they are able to perform the essential functions of the position. Are you prepared to do so? Yes \_\_\_\_ No \_\_\_\_

Are you available for overtime work in the evening and on weekends as may be required? Yes \_\_\_\_ No \_\_\_\_

If no, please explain: \_\_\_\_\_

East Coast Contracting, Inc. has policies on sexual harassment and equal employment opportunity, policies which require employees to perform all assigned work and mandatory overtime, policies requiring wage or salary deduction authorizations by employees for employer property, debts or monies not returned or repaid, an at-will employment policy, solicitation and distribution policies requiring employees to observe all standards of conduct, policies and work rules of East Coast Contracting, Inc..

Do you agree, if hired, to comply with these and all other current or subsequently adopted East Coast Contracting, Inc. policies? Yes \_\_\_\_ No \_\_\_\_

Have you ever had a criminal conviction in the past five (5) years? Yes \_\_\_\_ No \_\_\_\_

If yes, please explain: \_\_\_\_\_

Conviction of a crime is not an automatic bar to employment - all circumstances will be considered.

ACKNOWLEDGMENT: PLEASE READ AND SIGN (If you agree)

I certify that I have read and understood all of this employment application. It is agreed that East Coast Contracting, Inc. or agents of said company may investigate my background to ascertain any and all information of concern to my employment history, whether same is of record or not, and I release employers and other persons named herein from all liability for any damages on account of furnishing such information. I understand as an applicant for a position with East Coast Contracting, Inc., I may be asked to demonstrate that I am capable of performing tasks which are pertinent to the job. I also understand that if offered a job, it may be conditioned on the result of a physical examination and/or drug test.

I further certify that I am able to obtain acceptable PA Department of Education clearances as required for commercial construction projects at school facilities.

I understand that I am responsible for my own transportation to project sites.

I further certify that I am a genuine applicant for employment and this application is being submitted solely for the purpose of seeking employment with East Coast Contracting, Inc. and for no other reason.

It is also agreed and understood that under the Fair Credit and Reporting Act, Public Law 91-508, I am aware that this investigation may include an investigative Consumer Report, including information regarding my character, general reputation, personal characteristics, and mode of living.

I understand that misrepresentation or omission of information or facts may result in my rejection or dismissal.

I UNDERSTAND THAT THIS APPLICATION DOES NOT CREATE A CONTRACT OF EMPLOYMENT. I UNDERSTAND THAT, IF HIRED, I AM OBLIGED TO COMPLY WITH ANY AND ALL CURRENT AND SUBSEQUENTLY ADOPTED EAST COAST CONTRACTING, INC. POLICIES, AND THAT EAST COAST CONTRACTING, INC. DOES NOT OFFER CONTRACTS, PROMISES OR REPRESENTATIONS RELATED TO EMPLOYMENT. I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD OF TIME, AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF WAGES OR SALARY, BE TERMINATED AT ANY TIME FOR ANY REASON.

*This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.*

APPLICANTS SIGNATURE: \_\_\_\_\_

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