

# TARPAN CONSTRUCTION, LLC

## Application for Employment

**Please Print Legibly, Fill out Application Completely and Answer Every Question.**

Tarpan Construction is an Equal Opportunity, Affirmative Action employer. No question on this application or any of the attachments to this application is asked for the purpose of limiting or excluding any applicant's consideration for employment because of race, color, religion, sex, sexual orientation, age, national origin, disability, veteran status or any other category protected by law. You will be required to undergo pre-employment screening and drug testing, designed to ascertain your suitability for employment for the job(s) for which you are being considered. Employment is contingent upon the results of such screening and testing.

Date \_\_\_\_\_ Phone \_\_\_\_\_ Military Veteran Yes \_\_\_\_\_ No \_\_\_\_\_

Name (print): Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Parish \_\_\_\_\_ Home Phone (\_\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_\_) \_\_\_\_\_

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ Email Address \_\_\_\_\_

Preferred First Name \_\_\_\_\_

### Section A - Personal

Position applied for: \_\_\_\_\_  Full-time  Part-time

Were you previously employed at Tarpan Construction?  Yes  No

If so, from \_\_\_\_\_ to \_\_\_\_\_ Location: \_\_\_\_\_

Position/Department: \_\_\_\_\_ Direct Supervisor: \_\_\_\_\_

Your name at that time if different from present: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Are you related to anyone employed at Tarpan Construction?  Yes  No

If so, state your relative's name: \_\_\_\_\_

**Complete only if applying for position that requires the operation of a motor vehicle.**

Driver's License Number	Type	State	Class	Exp. Date

Are you authorized to work in the United States indefinitely?  Yes  No

Are you a U.S. citizen or national, a lawful U.S. permanent resident, a refugee approved for entry to the U.S., or a person who has been granted asylum in the U.S.?  Yes  No

If the answer is No, what is your current immigration status in the U.S.? \_\_\_\_\_

Will the Company need to sponsor you for employment?  Yes  No

**Please note: A "yes" answer to any of the following questions will not necessarily disqualify you from employment.**

1. Have you ever illegally sold any narcotics, amphetamines, barbiturates or other dangerous drugs?

Yes  No

If "yes", give details: \_\_\_\_\_

2. Are you currently illegally using narcotics, amphetamines, barbiturates or other dangerous drugs?  Yes  No

If "yes", give details: \_\_\_\_\_

3. Have you ever been convicted of any crime? This includes any felony, misdemeanor and traffic convictions, as well as current deferred adjudication programs (aka "First Time Offender" programs), probation before judgment convictions and nolo contendere pleas (do not include those that have been sealed, expunged, pardoned or statutorily eradicated).  Yes  No

If "yes, complete the following (attach additional pages if necessary and indicate on line below to see attachment):

Criminal conviction(s): \_\_\_\_\_

Location(s): State \_\_\_\_\_ Parish \_\_\_\_\_ Court \_\_\_\_\_

Date(s) and sentence(s) \_\_\_\_\_

4. Have you been arrested for any crime for which you are currently out on bail or on your own recognizance or which have not yet required a court appearance (i.e. pending cases)?

Yes  No

If "yes", please complete the following (attach additional pages if necessary):

Criminal conviction(s): \_\_\_\_\_

Location(s): State \_\_\_\_\_ Parish \_\_\_\_\_ Court \_\_\_\_\_

Date(s) and sentence(s) \_\_\_\_\_

Application Date: \_\_\_\_\_ Available Date: \_\_\_\_\_

Contact Phone: ( ) \_\_\_\_\_ Alternate Contact Phone: ( ) \_\_\_\_\_

Expected Salary \_\_\_\_\_

How did you hear about employment with (Company Name) (be specific)? \_\_\_\_\_

If you were referred by a Tarpan Construction Co. employee, please list the employee's name: \_\_\_\_\_

**Section B - Education** Please list educational institutions and degrees received. Complete this section even if this information is on your resume.

School	School Name and Location	Course of Study	Degree, Diploma or Certificate Obtained	Date Completed
High School/GED (indicate if GED)				
College				
Technical/Vocational				
Other(s)				
Please list any other names under which educational records may be listed:				

**Section C – Work History** Please start with your present or last position. Include complete past work history, including full-time military duty. Attach additional sheets, if necessary. Please complete even if this information is on your resume.

1. **Company or organization name:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Full-time  Part-time

Department: \_\_\_\_\_ Industry Type: \_\_\_\_\_ Employed from: \_\_\_\_\_ to \_\_\_\_\_

Salary at start: \_\_\_\_\_ Salary at leaving: \_\_\_\_\_ Bonus: \_\_\_\_\_

Title(s): \_\_\_\_\_

Duties performed: \_\_\_\_\_

Name/Title of supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reason for leaving or considering change: \_\_\_\_\_

Are you currently employed by this company/organization?  Yes  No

If "yes", may we contact your current employer upon a conditional offer of employment?

Yes  No (If "no", we reserve the right to check after start of employment)

If this is not a current employer, Tarpan Construction will verify employment history with this employer upon a conditional offer of employment.

2. **Company or organization name:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  Full-time

Part-time

Department: \_\_\_\_\_ Industry Type: \_\_\_\_\_ Employed from: \_\_\_\_\_ to \_\_\_\_\_

Salary at start: \_\_\_\_\_ Salary at leaving: \_\_\_\_\_ Bonus: \_\_\_\_\_

Title(s): \_\_\_\_\_

Duties performed: \_\_\_\_\_

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Name/Title of supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reason for leaving or considering change: \_\_\_\_\_ Are you  
currently employed by this company/organization?  Yes  No

If "yes", may we contact your current employer upon a conditional offer of employment?

Yes  No (If "no", we reserve the right to check after start of employment)

If this is not a current employer, (Company Name) will verify employment history with this employer upon a conditional offer of employment.

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3. **Company or organization name:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Full-time  Part-time

Department: \_\_\_\_\_ Industry Type: \_\_\_\_\_ Employed from: \_\_\_\_\_ to \_\_\_\_\_

Salary at start: \_\_\_\_\_ Salary at leaving: \_\_\_\_\_ Bonus: \_\_\_\_\_

Title(s): \_\_\_\_\_

Duties performed: \_\_\_\_\_

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Name/Title of supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reason for leaving or considering change: \_\_\_\_\_

Are you currently employed by this company/organization?  Yes  No

If "yes", may we contact your current employer upon a conditional offer of employment?

Yes  No (If "no", we reserve the right to check after start of employment)

If this is not a current employer, Tarpan Construction will verify employment history with this employer upon a conditional offer of employment.

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4. **Company or organization name:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Full-time  Part-time

Department: \_\_\_\_\_ Industry Type: \_\_\_\_\_ Employed from: \_\_\_\_\_ to \_\_\_\_\_

Salary at start: \_\_\_\_\_ Salary at leaving: \_\_\_\_\_ Bonus: \_\_\_\_\_

Title(s): \_\_\_\_\_

Duties performed: \_\_\_\_\_

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Name/Title of supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reason for leaving or considering change: \_\_\_\_\_

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Are you currently employed by this company/organization?  Yes  No

If "yes", may we contact your current employer upon a conditional offer of employment?

Yes  No (If "no", we reserve the right to check after start of employment)

If this is not a current employer, Tarpan Construction will verify employment history with this employer upon a conditional offer of employment.

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Have you ever been terminated from any position other than a lay off or reduction-in-force or resigned by mutual agreement?  Yes  No

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

Please explain: \_\_\_\_\_

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**Section D - Professional Licenses (to be completed by registered, licensed, or certified applicants)**

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Type	State	Current Number	Expiration Date

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**Section E - Keyboard/Computer Skills**

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What personal computer software can you operate?	Proficiency Level
Keyboard speed (if applicable)	

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**PLEASE READ CAREFULLY BEFORE SIGNING:**

**INVESTIGATING AND REPRESENTATIONS:**

I authorize investigation of all statements contained in this application and accompanying resume if any. I understand that any misrepresentation or omission of the facts called for will constitute sufficient reason to terminate the application process or, if already employed, to terminate my employment. I give the employer the right to investigate all references and to secure additional job-related information about me. I hereby release Tarpan Construction, its representatives from liability for seeking such information and all other persons, corporations or organizations for furnishing such information. I understand and agree that Tarpan Construction, any agent acting on their behalf, as well as any other person responding to a reference request pursuant to this application, can and will seek and/or disclose any and all lawful, job-related information about me which said corporation, agent, or person may have. I specifically authorize said disclosure and agree to hold all such corporations, agents, or persons harmless for same. That is, I will not file a lawsuit, claim, or charge against them for such disclosure. Nor will I threaten same or otherwise seek any kind of compensation for such disclosure.

Initial \_\_\_\_\_

I understand and agree that Tarpan Construction maintains a drug-free workplace, that maintenance of a drug-free workplace is essential to the safety of the workplace and employees, and that I will be required to undergo pre-employment screening and drug testing, designed to ascertain my suitability for employment for the job(s) for which I am being considered. I understand that, subject to applicable Tarpan Construction shall be the sole judge of the acceptability of any test results. I also acknowledge that I have been advised that Tarpan Construction is an Equal Opportunity, Affirmative Action employer.

**AT WILL EMPLOYMENT:**

I understand that, if I am hired, both the Company and I have the right to terminate the employment relationship at any time and for any lawful reason with or without cause. I further understand that, although over the course of my employment other terms and conditions of my employment may change, this term of my employment will not change. I understand that no one other than an expressly authorized officer of Tarpan Construction, is empowered to make any representation to me or enter into any agreement contrary to at will employment, and that any contrary agreement must be in writing and signed by such Company officer.

Initial \_\_\_\_\_

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**Signature**

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**Date**

**Voluntary Information for Government Reporting Purposes  
EEO/Self-Identification Information  
(Completion of this form is voluntary)**

\_\_\_\_\_ Date

\_\_\_\_\_ Last Name (Print) First Middle

\_\_\_\_\_ Street Address City and State Zip Code

\_\_\_\_\_ Signature Social Security Number Position Applying For

Tarpan Construction Company LLC is an equal opportunity/affirmative action employer in all of its employment and personal actions. We encourage people of all ethnic backgrounds to pursue opportunities with out company.

We are required to complete the following information in order to comply with the federal and state Equal Opportunity provisions in the law. The information you provide is on a voluntary basis, you are not required to supply it and your refusal to supply it will not subject you to any adverse treatment. **This section will not be reviewed by anyone for pre or post employment consideration purposes.** All information will be kept confidential.

**Ethnic Identification**  
This information is required in order to comply with Title VII of the Executive Order 11246, Office of the Federal Contract Compliance Programs' Rules and Regulations 41 CFR 60-1 ( as amended for Affirmative Action Reporting Programs), and Executive Office of the President, Office of Management and Budget's OMB Directive Number 15. Please fill out the following:

- |                                 |  |  |
|---------------------------------|--|--|
| <input type="checkbox"/> Male   | <input type="checkbox"/> Hispanic or Latina                        | <b>*Veteran Status</b>                                 |
| <input type="checkbox"/> Female | <input type="checkbox"/> White                                     | <input type="checkbox"/> Vietnam Era Veteran           |
|                                 | <input type="checkbox"/> Black or African American                 | <input type="checkbox"/> Special Disabled Veteran      |
|                                 | <input type="checkbox"/> Asian                                     | <input type="checkbox"/> Other Eligible Veteran        |
|                                 | <input type="checkbox"/> Native Hawaiian or other Pacific Islander |  |
|                                 | <input type="checkbox"/> American Indian or Alaska Native          | <b>*Other</b>  |
|                                 | <input type="checkbox"/> Two or More Races                         | <input type="checkbox"/> Individuals with disabilities |
|                                 | <input type="checkbox"/> I choose not to identify                  |  |

**Employment Source**  
Select a source and then specify the name of the source in the space provided.

<input type="checkbox"/> Advertisement	Specify
<input type="checkbox"/> Client Referral	Specify
<input type="checkbox"/> College Recruiting	Specify
<input type="checkbox"/> Employee Referral	Specify
<input type="checkbox"/> Employment Agency (incl. Gov't)	Specify
<input type="checkbox"/> Former Tarpan Construction (rehire)	Specify
<input type="checkbox"/> Internet	Specify
<input type="checkbox"/> Job Fair / Open House	Specify
<input type="checkbox"/> Mailer	Specify
<input type="checkbox"/> Other	Specify
<input type="checkbox"/> Professional Organization	Specify
<input type="checkbox"/> Radio	Specify
<input type="checkbox"/> Walk-in (specify location)	Specify
<input type="checkbox"/> Word of Mouth	Specify

