



6701 Cornhusker Hwy
Lincoln, NE 68507

General Excavating is subject to state and federal equal employment opportunity laws which prohibit discrimination on the basis of gender, age, disability, race, color, religion, marital status, veteran's status, or national or ethnic origin. Federal law requires reasonable accommodation of the known disabilities of applications and employees, unless to do so would pose an undue hardship. If you need an accommodation, please let us know.

General Excavating requires pre-employment drug screens of all new hires and all employees are subject to random drug screens.
*** Applications are considered active for 3 months ***

INSTRUCTIONS TO APPLICANT: This document is the chief source of information for screening applicant. Therefore, it is necessary that you clearly and completely state your interests, previous employment and any additional qualifications on your application form.

Date of Application <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			Type of Work Desired <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time		Are you on layoff status & subject to recall? <input type="checkbox"/> Yes <input type="checkbox"/> No
Applicant's Name (Last, First, Middle Initial)			Position(s) Applied For		
Street Address			When would you be available to start?		
City, State, Zip			Home Telephone Number () ()		Work/Message Telephone Number () ()

REFERRAL INFORMATION

How did you learn about the job?

Newspaper
 Walk-In
 Workforce Development (NE Job Service)
 College/School
 Word-of-Mouth
 GE Employee: _____
 Other: _____

GENERAL INFORMATION

Are you at least 18 years old? Yes No

Are you legally authorized to work in the U.S.? Yes No

Proof of employment eligibility will be required upon hire.

Have you been convicted of a violation of the law? Yes No

If "Yes", please explain: _____

Have you worked here before? Yes No

Date Employed: _____

Do you currently have a license? Yes No

Note: A conviction record is not an automatic bar to employment.
Each case is considered in relation to the position applied for.

ADDITIONAL INFORMATION

List all job-related skills and qualifications acquired from previous employment or other experience. Specifically, list relevant job duties performed and equipment operated (include equipment make and model if known).

Can you travel if the job requires it? Yes No Do you have a Commercial Driver's License (CDL)? Yes No

List any additional information that would be helpful to your application.

EDUCATION RECORD

Circle last grade completed in elementary or high school : 1 2 3 4 5 6 7 8 9 10 11 12 GED

Name and location (City/State) of last high school: _____

NAME & LOCATION OF SCHOOL	Dates Attended		Credit Hours Completed	Did You Graduate?	Degree Earned	Curriculum	
	From	To				Major	Minor
College or University				Yes No			
Graduate or Professional				Yes No			
Other Schools (Business, Technical or Military)				Yes No			



ATTENTION APPLICANTS

General Excavating does verify your employment history and references. By signing this form, you are giving General Excavating written consent to verify your employment history and references. Information verified may include but is not limited to the following information:

- Dates Employed
- Job Title
- Pay Rate
- Eligible For Re-Hire
- Additional Comments

Please list the names and phone numbers of the previous employers and references you authorize General Excavating to verify.

1. _____
2. _____
3. _____
4. _____
5. _____

APPLICANTS NAME (please print): _____

APPLICANTS SIGNATURE: _____

Thank you,

Human Resources
General Excavating



NOTICE/AUTHORIZATION AND RELEASE FOR THE PROCUREMENT OF A CONSUMER AND/OR INVESTIGATIVE CONSUMER REPORT

I understand that Client Company may now, or at any time while employed, verify information within the application, resume or contract for employment. The verifications and/or checks may include but not limited to: driving record, workers compensation records, credit bureau files, employment references, personal references, any educational and licensing institution and to receive any criminal record information pertaining to me which may be in the files of any Federal, State or Local criminal justice agency in any State. A photocopy or telephonic facsimile (Fax) of this Disclosure and Consent authorization for Release of Information shall be valid as the original. The results of this verification process will be used to determine employment eligibility. All results will be kept CONFIDENTIAL. The information obtained will not be provided to any parties other than to designated Company Personnel.

I have carefully read and understand this disclosure and consent form and by my signature consent to the release of consumer or investigative consumer reports, as defined above in conjunction with my application for employment. I further understand this consent will apply during the course of my employment, should I obtain such employment, and that such consent will remain effect until revoked in a written document signed by me. In the event that I wish to refuse or revoke my consent at any time, I understand that I may do so. I further understand that any and all information contained in my job application, or otherwise disclosed to this company by me may be utilized for the purpose of obtaining the consumer reports or investigative consumer reports requested by the Employer and confirm that all such information is true and correct. I, the undersigned applicant, do hereby certify that the information provided by me for the purpose of employment is true and complete to the best of my knowledge. I understand that if I am employed, any false statements will be considered as a cause for possible dismissal.

I authorize Hirease, Inc. and any of its Agents/designated Company Personnel, to disclose orally and in writing the results of this verification process and/or interview to authorized representatives. I do hereby agree to forever release and discharge Client Company, our agent, Hirease, Inc. and their associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint arising from the retrieving and reporting of information.

Signature: _____ Date: _____

IDENTIFYING INFORMATION FOR CONSUMER REPORTING AGENCY (PLEASE PRINT OR TYPE)

Form with fields for Applicant Name, Current Address, Social Security Number, Sex, Race, Driver's License No., State of Issue, Month, Day and Year of Birth, Educational Institution, Location, Professional License, State Issued, License Number, Issue Date, Expiration Date.

FOR CA, MN, OK: PLEASE PROVIDE ME WITH A COPY OF MY BACKGROUND INVESTIGATION REPORT. YES NO IF YOU RESIDE IN CT, PLEASE LIST YOUR CONTACT INFORMATION FOR REPORT NOTIFICATION: EMAIL:

Have you ever been sanctioned, disciplined, debarred, and/or excluded by a duly authorized regulatory agency or are there any current restrictions or limits on your license (s) or certification (s)? Yes No If yes, please attach a complete explanation.

Have you ever been convicted of any criminal violation of the law other than a minor traffic violation or are you now under pending investigation or charges? Yes No If yes, please attach a complete explanation.

*Without this information, we will be unable to properly identify you in the event we find adverse information during the course of our background investigation.

APPLICANT DATA RECORD

General Excavating complies with government regulations including Equal Employment Opportunity laws. The purpose for this data record is to comply with government record keeping reporting and other legal requirements. Government agencies at times require reports on the gender, ethnicity, handicap and veteran status of employees. This data is used for statistical purposes only.

The Applicant Data Record will be removed from the application once submitted to General Excavating. Your cooperation will not be used in making any decision affecting employment or any personnel action following employment. **Completion of this page is VOLUNTARY** and any information you submit, if you choose to do so, will be treated as confidential.

_____/_____/_____
Today's Date Last Name First MI Date of Birth

Position Applied For _____

ETHNIC BACKGROUND			
White (non-hispanic)	Black/African American (non-hispanic)	Hispanic/Latino	
American Indian/Alaskan Native	Asian	Pacific Islanders/Native Hawaiian	2 or more races
GENDER			
Male		Female	
VETERAN STATUS			
Yes		No	
PHYSICAL/MENTAL DISABILITY			
Yes		No	
REFERRAL INFORMATION			
Newspaper	Walk-In	Workforce Development (NE Job Service)	College/School
Word-of-Mouth	GE Employee : _____ <small>name of GE employee</small>		Other: _____