



## Application for Employment

### Personal Information

Date \_\_\_\_\_

Name \_\_\_\_\_

Phone No. \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Do you have a valid driver's license? **Y / N** If yes, what class? \_\_\_\_\_

Do you own your own vehicle? **Y/N**

If you do not own a vehicle how do you plan on getting to work each day?

\_\_\_\_\_

### Employment Desired

Position \_\_\_\_\_ Date You Can Start \_\_\_\_\_

Salary Desired \_\_\_\_\_

Are you employed now? **Y / N**

If so may we contact your present employer? **Y / N**

Name of present Employer \_\_\_\_\_

Phone \_\_\_\_\_

Reason for leaving

\_\_\_\_\_

## General Questions & Information;

- ❖ How did you come to know about E.F. Moon Construction?

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- ❖ What do you think you will be doing if working at E.F. Moon Construction?

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- ❖ Why would you like to work for E.F. Moon Construction?

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- ❖ Hobbies – what are your hobbies?

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- ❖ What did your work in previous jobs entail?

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- ❖ What did you enjoy doing in previous jobs?

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- ❖ What did you dislike doing in previous jobs?

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- ❖ **The Employees of E.F. Moon Construction enjoy;**

- Working outdoors
- Being paid competitive wages with lots of overtime
- Opportunities for certification on heavy equipment
- Great potential for advancement

- ❖ **E.F. Moon Construction Employee's will need to be;**

- ❖ Physically fit - as job requires, physical exertion ie; lifting, and carrying heavy objects, shoveling, starting & operating powered tamping machines.
- ❖ Have good co-ordination - as conditions will be uneven & you will be climbing ladders, steps etc.
- ❖ Have good hearing & eyesight - as we are around heavy equipment & instructions quite often involve hand signals

❖ **E.F. Moon Construction Employee's are required to provide;**

- Steel toed Boots above the ankle
- Steel toed rubber boots
- Rain gear

❖ **E.F. Moon Construction will provide;**

- Hard Hat, safety glasses, safety vest, rubber gloves & any specialized equipment required

❖ **The Employees at E.F. Moon Construction can expect to;**

- Work 10 -12 hrs a day
- Work on Saturdays when needed & occasionally Sundays
- Work in a variety of conditions wet & very muddy or dry & dusty
- Shovel dirt, sand, rock, mud
- Work with a variety of hand & power tools
- Work around heavy equipment
- Work in a variety of extreme weather such as hot/cold, rain/snow
- Work in & around manholes sometimes around raw sewer when doing repairs or tying in to existing lines.
- Work in trenches 1.2 – 8 meters deep
- Work in confined spaces with appropriate safety gear
- Follow safety rules, safe work practices & wear all required Personal Protective Equipment
- Have shortened weeks because of rain out days.
- Be laid off at the end of the season due to shortage of work

❖ What characteristics do you think are required to be successful in this type of work? \_\_\_\_\_

❖ Do you have any previous or present injuries or illnesses that could affect your ability to perform the duties required at E.F. Moon Construction? **Y / N**  
**If Yes Please Explain:** \_\_\_\_\_

❖ Have you ever had a Workers Compensation Claim? **Y / N**  
**If Yes Please**  
**Explain:** \_\_\_\_\_

- ❖ We have a zero tolerance drug & alcohol policy – would you be willing to submit to testing required by the company policy? **Y / N**

**I understand the above mentioned expectations & am willing to meet the requirements to work at E.F. Moon Construction.**

**Signature** \_\_\_\_\_

Date \_\_\_\_\_

**Employment History & References:**

Employer: \_\_\_\_\_ Dates of Employment:

\_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Phone Number:

\_\_\_\_\_

Employer: \_\_\_\_\_ Dates of  
Employment: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Phone  
Number: \_\_\_\_\_

Employer: \_\_\_\_\_ Dates of  
Employment: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Phone Number:

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