



HEITKAMP
CONSTRUCTION INC.

Heitkamp Construction

7946 178th Ave SE, Wahpeton, ND 58075
(701) 642-5948

40+ Years of Dedicated Industrial Construction



APPLICATION FOR EMPLOYMENT

Heitkamp Construction is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

Please fill out all the sections below:

Applicant Information

*Applicant Full Legal Name: Last : _____ First: _____ Middle: _____

*Address: _____

City: _____ State: _____ Zip code: _____

*Telephone Number: +1 () _____

*Email Address: _____

*Date of Application: ____/____/____

Employment Position

Position(s) applying for: General Labors, Concrete Labors, Welding/Metal Fabrication, Steel Erector, Metal Sheeting Installer (full time)

How did you hear about this position? _____

What days are you available for work? _____

If needed, are you available to work overtime? _____

On what date would you be available to start? _____

Do you have reliable transportation to and from work? _____

Salary desired: \$ _____

Personal Information

Have you ever applied to or worked for Heitkamp Construction before? Yes No

If yes, when?

Do you have any friends, relatives, or acquaintances working for Heitkamp Construction If yes, state name & relationship: Yes No

Are you 18 years of age or older? Yes No

Are you a U.S. citizen or approved to work in the United States? Yes No

What document can you provide as proof of citizenship or legal status?

Will you consent to a mandatory controlled substance test? Yes No

Do you have any condition which would require job accommodations? If yes, Yes No
please describe accommodations required below.

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes No

If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:

Job Skills/Qualifications

Please list below the skills and qualifications you possess for the position for which you are applying:

(Note: Heitkamp Construction complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

Education and Training

***High School**

Name	Location (City, State)	Year Graduated	Degree Earned

College/University

Name	Location (City, State)	Year Graduated	Degree Earned

Vocational School/Specialized Training

Name	Location (City, State)	Year Graduated	Degree Earned

Military:

Are you a member of the Armed Services? Yes No

**Only answer the following four questions if answered Yes above*

What branch of the military did you enlist? _____

What was your military rank when discharged? _____

How many years did you serve in the military? _____

What military skills do you possess that would be an asset for this position?

Previous Employment

Employer Name: _____
Job Title: _____
Supervisor Name: _____
Employer Address: _____
City, State and Zip Code: _____
Employer Telephone: _____
Dates Employed: _____
Reason for leaving: _____

Employer Name: _____
Job Title: _____
Supervisor Name: _____
Employer Address: _____
City, State and Zip Code: _____
Employer Telephone: _____
Dates Employed: _____
Reason for leaving: _____

Employer Name: _____
Job Title: _____
Supervisor Name: _____
Employer Address: _____
City, State and Zip Code: _____
Employer Telephone: _____
Dates Employed: _____
Reason for leaving: _____

May we contact your previous employers? Yes No

References

Please provide 3 personal and professional reference(s) below:

Reference	Contact Information

Additional Information:

Have you ever had a D.W.I?

Do you smoke?

Have you had any previous back injuries?

Are you on a lay-off & subject to recall?

AT-WILL EMPLOYMENT

The relationship between you and the Heitkamp Construction is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the Heitkamp Construction. No representative of Heitkamp Construction has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and either our Executive Vice-President/Chief Operations Officer or the Company's President.

Applicant Signature: _____ Dated: _____

*Please Attach Resume, and any other documents you feel may be helpful in considering your application

FOR PERSONAL DEPARTMENT USE ONLY
Arrange an interview: Yes No Remarks: _____ _____
Employed: Yes No
Date of Employment: ___ / ___ / ___ Job Title: _____ Hourly Rate/Salary: _____