

**ORDERS CONSTRUCTION COMPANY, INC.
APPLICATION FOR EMPLOYMENT**

**ALCOHOL AND DRUG SCREENING POLICY STATEMENT
FOR JOB APPLICANTS**

It is the policy of Orders Construction Company, Inc., to maintain a safe, healthy and productive work environment for all its employees; to produce quality goods and services for its customers, in an efficient manner; to maintain the integrity and security of its facilities and property, and to perform all these functions in a fashion consistent with the interests and concerns of the communities in which the company is located.

Pursuant to these goals, Orders Construction Company, Inc., requires candidates for employment to pass a drug/alcohol screening test covering illegal substances and legal substances subject to abuse.

This requires the applicant to submit a urine and/or blood specimen and to sign a consent and release statement provided by Orders Construction Company, Inc. Refusal will result in the candidate's disqualification for further employment consideration.

**INFORMED CONSENT AND RELEASE OF LIABILITY FOR
DRUG OR ALCOHOL TESTING**

I UNDERSTAND that according to Orders Construction Company, Inc., I am required to submit a sample of my urine and/or blood for chemical analysis.

THE PURPOSE of this analysis is to determine the absence or presence of drugs or alcohol.

I CONSENT freely and voluntarily to Orders Construction Company, Inc.'s, request for urine and/or blood specimens. I hereby release and hold harmless Orders Construction Company, Inc., and its employees and agents from any liability whatsoever arising from this request to furnish my specimens and the testing of my specimens.

Applicant/Employee

Signature/Date

Witness/Date

AUTHORIZATION FOR RELEASE OF INFORMATION

Name _____

Address _____

I, the undersigned, hereby authorize and direct any persons or corporations and/or any staff member of a corporation to release any information verbally or in writing regarding my employment or character to:

ORDERS CONSTRUCTION COMPANY, INC.
POST OFFICE BOX 1448
SAINT ALBANS, WV 25177

This information is being used as background information for my employment application with Orders Construction Company, Inc.

I, the undersigned, waive any liability that may arise against any company and/or any staff member of said company or any individual for releasing said information.

Date

Applicant's Signature

Date

Witness

**ORDERS CONSTRUCTION COMPANY, INC.
APPLICATION FOR EMPLOYMENT**

Date _____

NAME: _____

P.O. Box or Street _____

City, State & Zip Code _____

Phone Number: _____

Are you authorized to work in the United States? ___ (yes) ___ (no)

Are you under 18 years of age: ___ (yes) ___ (no)

Position (s) Applied For (BE SPECIFIC) _____

Have you ever applied with Orders before? ___ (yes) ___ (no)

Date Available for work: _____ Rate of Pay Expected: _____ per _____

Is there anything that will prevent you from performing the essential functions of the position or positions for which you are applying, with or without reasonable accommodations? ___ (yes) ___ (no)

If yes, explain _____

Would you be willing to work overtime? ___ (yes) ___ (no)

Are you willing to travel overnight? ___ (yes) ___ (no)

Have you ever been convicted of a criminal offense? ___ (yes) ___ (no)

If yes, please explain: _____

EMPLOYMENT HISTORY

List below your present and past employment, beginning with your most recent employment.

1. Name of Company: _____ Address: _____

Phone: _____ Supervisor: _____

Describe the work you performed: _____

Starting Pay: _____ per _____ Ending Pay: _____ per _____

Period Worked: From _____ To _____

Reasons for Leaving: _____

2. Name of Company: _____ Address: _____

Phone: _____ Supervisor: _____

Describe the work you performed: _____

Starting Pay: _____ per _____ Ending Pay: _____ per _____

Period Worked: From _____ To _____

Reasons for Leaving: _____

3. Name of Company: _____ Address: _____

Phone: _____ Supervisor: _____

Describe the work you performed: _____

Starting Pay: _____ per _____ Ending Pay: _____ per _____

Period Worked: From _____ To _____

Reasons for Leaving: _____

4. Name of Company: _____ Address: _____

Phone: _____ Supervisor: _____

Describe the work you performed: _____

Starting Pay: _____ per _____ Ending Pay: _____ per _____

Period Worked: From _____ To _____

Reasons for Leaving: _____

5. Name of Company: _____ Address: _____

Phone: _____ Supervisor: _____

Describe the work you performed: _____

Starting Pay: _____ per _____ Ending Pay: _____ per _____

Period Worked: From _____ To _____

Reasons for Leaving: _____

Have you ever worked under a different name for any of these employers? ___ (yes) ___ (no)

If yes, please identify the employer and state the name: _____

CHARACTER REFERENCES

List individuals, other than relatives, that we may contact

1. Name: _____ How long have you known this person? _____
 Address: _____ How do you know this person? _____

 Phone Number _____ Employer/Job Title: _____/
2. Name: _____ How long have you known this person? _____
 Address: _____ How do you know this person? _____

 Phone Number _____ Employer/Job Title: _____/
3. Name: _____ How long have you known this person? _____
 Address: _____ How do you know this person? _____

 Phone Number _____ Employer/Job Title: _____/

EDUCATION

Please circle the last year completed:

Elementary School	5	6	7	8
High School	1	2	3	4
College	1	2	3	4

Describe any other training such as military, vocational, etc. _____

APPLICANT CONSENT

Please read each of the following statements and place your *initials* by each one to indicate that you understand and agree to the terms stated, then sign this form at the bottom.

_____ The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my immediate dismissal. I further understand that this application is not, and is not intended to be a contract of employment, nor does this application obligate the company to which you are applying in any way. Furthermore, I understand that if I am hired, my employment can be terminated with or without cause at any time, at the discretion of either the company or myself.

_____ I hereby give permission to contact the previous employers and character references that I have listed in this application. I also agree not to hold any references contacted in regard to this application liable for damages relating to any information they provide to Orders Construction Company, Inc.

_____ I understand the Employer maintains a drug-free workplace. All applicants for this position must undergo a pre-employment drug screening. All applicants testing positive for illegal substances will be disqualified from consideration. Upon hire, I will be expected to abide by the company's drug testing policy. I further voluntarily agree to be drug tested by Orders Construction Company, Inc., if requested.

_____ I understand that by filling out this application that I will not be guaranteed a job. I also understand that **this application will only be considered for thirty (30) days** unless I contact the Personnel Director in writing by certified mail on a continuous basis that I am still available for employment.

Signature _____

Date: _____

APPLICANT DATA RECORD

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or any other legally protected status.

As employers/governmental contractors, we comply with government regulations including affirmative action responsibilities where they apply.

Solely to help us comply with government record keeping, reporting and other legal requirements, we request that you please fill out the Applicant Data Record. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a Confidential File, YOUR COOPERATION IS VOLUNTARY.

(PLEASE PRINT)

Date _____

Position(s) Applied For _____

Referral Source: Advertisement Friend Relative Walk-In
 Employment Agency Other _____

Name _____ Phone (____) _____
LAST FIRST MIDDLE AREA CODE PHONE NUMBER
Address _____
NUMBER STREET CITY STATE ZIP CODE

VOLUNTARY SURVEY

Orders Construction Company, Inc. is proud to be an Equal Opportunity Employer. FOR EEO PURPOSES THE FOLLOWING SURVERY IS VOLUNTARY:

Gender: _____

Please check one of the following Race/Ethnic Group:

White Black Hispanic American Indian/Alaskan Native Asian/Pacific Islands

If you are a veteran, please supply the following information:

Veteran with Service Disability Ranking

Recently Separated Veteran, _____ Service Dates

Veteran With Service Medal or Campaign Badge, _____ Service Dates,

_____ Name of War or Military Campaign, Expedition, or Operation

Orders Construction is an Equal Opportunity Employer. If you know of any quality minority or female candidates, please refer them to Orders Construction Company. Feel free to make a copy of this application, or you may obtain another application at the following address and phone number:

Orders Construction Company, Inc.
Post Office Box 1448
Saint Albans, WV 25177
(304) 722-4237