



OCC CONSTRUCTION, INC.

13210 Harbor Boulevard #182 Garden Grove, California 92843

Office #: 800.610.7212 | Fax #: 800.610.7213 | admin@occonstructioninc.com | License #: 962822

where vision becomes reality

APPLICATION FOR EMPLOYMENT

PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT FOR SIGNATURE

Read carefully before filling out this application. We welcome your Resume if you also have one.

Information you submit to us is subject to the Privacy Act and will be used only for purposes of this Application and will be never be released to any other parties without your express and written permission. Employment Application materials will be active for three months, then stored for 3 years as required by law and prudence.

We reserve the right to perform drug or alcohol testing and/or background investigations. We ask your permission to conduct such testing prior to employment and any time that such factors may affect work performance or possibly be related to any accident or incident. Your permission is implied by this application.

If you are hired, you will be required to provide a copy of your DMV record, proof of legality to work in the United States, and other personal contact and health related information.

Thank you for your interest and good luck in your search for employment.

PERSONAL INFORMATION

First Name: Middle Initial: Last Name:

SSN #:

Present Address:

Mailing Address:

Home Phone #: Mobile #:

Email:

DOB:

Do you have a Driver's License? Yes No

If No, what is your means of transportation to work?

If Yes, Driver's License #: State Issued: Expiration Date:

Have you had any moving violations during the past three years? Yes No If Yes, how many?

Have you had any accidents during the past three years? Yes No If Yes, how many?

Have you ever been cited for driving under the influence of alcohol or any banned substance? Yes No

Position Applied:

Salary Desired: Negotiable? Yes No

Employment Desired: Full-Time Part-Time Full-or Part-Time

How many hours can you work weekly? What date can you start?

Can you work Nights? Yes No Can you work Weekends? Yes No

EDUCATION & BACKGROUND

	Name of Institution	City & State	Years Completed	Degree/Major
High School				
College				
Business/Trade School				
Professional School				

Have you ever been convicted of a felony? Yes No

If yes, please explain:

List Two Personal References:

Name:	<input type="text"/>	Name:	<input type="text"/>
Relationship:	<input type="text"/>	Relationship:	<input type="text"/>
Company:	<input type="text"/>	Company:	<input type="text"/>
Position:	<input type="text"/>	Position:	<input type="text"/>
Contact #:	<input type="text"/>	Contact #:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>

OFFICE POSITION

Typing: Yes No

Familiar with: PCs & Laptops Windows Mac Microsoft Word
 Microsoft Excel Microsoft PowerPoint Outlook QuickBooks

Special Skills:

Special Training:

Certifications:

Other types of computers, software, and other equipment you are qualified to operate or repair:

Additional skills, including supervision skills, other languages or information regarding the career/occupation you wish to bring to the employer's attention:

FIELD POSITION

Years of Experience:

Please provide a detailed list of all applicable construction skills, training, and/or experience you have:

Please provide a detailed list of some significant jobs you have worked on:

Please list the tools that you own and are willing to use on the job:

Do you have a contractor's license? Yes No

State License #: State Licensed in:

Class: Expiration Date:

Certifications:

MILITARY

Have you ever been in the Armed Forces? Yes No

Are you now a member of the National Guard? Yes No

Date Entered: Discharge Date:

WORK EXPERIENCE

List your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name.

Name of Employer:

Address:

Phone #: Name of Supervisor:

Employment Period: Pay/Salary Range:

Job Title:

Reasons for Leaving:

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of Employer:

Address:

Phone #: Name of Supervisor:

Employment Period: Pay/Salary Range:

Job Title:

Reasons for Leaving:

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of Employer:

Address:

Phone #: Name of Supervisor:

Employment Period: Pay/Salary Range:

Job Title:

Reasons for Leaving:

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

May we contact your previous employers? Yes No

CERTIFICATION

I certify that all the information on this application is accurate and complete to the best of my knowledge and understand that misleading or false statements will constitute sufficient cause for refusal of hire or termination of my employment.

I understand that neither the acceptance of this application nor the subsequent entry into any type of employment relationship with OCC Construction, Inc. creates an actual or implied contract of employment. I understand that if I accept employment with OCC Construction, Inc. it will be on an at-will basis. This means that either OCC Construction, Inc. or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

I agree to submit to drug and alcohol testing, if requested by OCC Construction, Inc. I release OCC Construction, Inc., and its employees, plus other persons or companies, from any and all liability arising out of or related in any way to such testing.

I authorize OCC Construction, Inc. to investigate information concerning my education, credit history, employment experiences and all other aspects of my background relevant to my proposed employment. I release Expert Construction, Inc. and its employees from all liability arising from such investigation.

Signature of Applicant:

Date:

OCC Construction, Inc. is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

All information provided in this form will be kept confidential.

Please submit your completed form via email to admin@occonstructioninc.com or mail to:

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