



3755 Manzanita Lane, Elko, NV 89801
 Phone: (775) 753-0986
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For Official Use Only

Date Received: _____, 20____

Reviewed by: _____

Comments: _____

EMPLOYMENT APPLICATION

High Mark Construction provides equal employment opportunity to all qualified persons, and does not unlawfully discriminate against any person on the basis of race, color, creed, religion, sex, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Please -

- Complete all items on the application.
- Sign and date your application.
- Specify the exact title of the position in which you are interested or qualified for.
- Type or print all requested information legibly.
- If necessary, attach additional 8 ½ “ x 11” sheets of paper to this application.

Position Applying For: _____

Personal Information

Name (Last, First Middle)	
Address (Street)	Telephone Number () -
Address (City, State, Zip Code)	Email Address

General Information

Are you at least 18 years of age? Yes No

Do you have a legal right to work in the United States? Yes (Proof Required) No

Have you ever worked for High Mark Construction before? Yes No If so, when? _____

Who was your Supervisor? _____

Rate of Pay _____ Position held _____

Reason for Leaving: _____

Employment Request

Minimum Salary Requested: \$	If applicable, are you available for overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No
What is the earliest date you can begin work? _____ How did you hear about this position? _____	

Employment History

**Please begin with most recent employment*

Are you currently employed? _____ If not, when was your last date employed? _____

MAY WE CONTACT YOUR CURRENT EMPLOYER? Yes No Not Applicable

Employer: _____ Address: _____ _____ Supervisor: _____ Telephone: () _____ - _____	Dates of Employment: _____, _____ to _____, _____	Pay or salary Start: Final:	Position: Duties:	Reason for Leaving:
Employer: _____ Address: _____ _____ Supervisor: _____ Telephone: () _____ - _____	Dates of Employment: _____, _____ to _____, _____	Pay or salary Start: Final:	Position: Duties:	Reason for Leaving:
Employer: _____ Address: _____ _____ Supervisor: _____ Telephone: () _____ - _____	Dates of Employment: _____, _____ to _____, _____	Pay or salary Start: Final:	Position: Duties:	Reason for Leaving:

Education

School	Name	Location	Course of Study	Degree Obtained
High School/GED				
College/University				
Graduate School				
Vocational / Specialized				

Special Training / Skills

MSHA TRAINING: Yes No List Date: _____

Please list all equipment you have been trained to operate: _____

Some jobs are located outside of the Elko area. Are you able to travel if needed? _____

References

Name	Company	Title	Contact Information

**High Mark Construction Health, Safety, and Environmental (HSE)
SUBSTANCE ABUSE PROGRAM
Statement of Policy**

High Mark Construction HSE maintains the working environment to be safer and more productive without the presence of controlled substances or alcohol. High Mark Construction HSE considers substance abuse screening to be a part of the overall program to prevent controlled substances from entering our workplace.

As a part of High Mark Construction’s Substance Abuse Policy, prior to commencing any work for our company, all candidates for employment are required to submit to a substance abuse screening test. Refusal to take the test or a confirmed positive test result for which the candidate has no legitimate medical reason, application for employment will be denied.

Signature / Certification / Authorization for Release of Information

I certify that the facts set forth in this application are true, complete, and correct to the best of my knowledge. I understand that any misrepresentations, falsifications, or omissions on this application can be grounds for rejection of my application or; if I am employed by this company, for my immediate termination from employment. **I authorize High Mark Construction** to make any necessary inquiries and investigations into my education, military, or employment history. I further authorize, unless otherwise indicated on this application, the **release of my information to High Mark Construction** by any of the schools, services, or employers listed on this application.

Signature:

Date: