



3755 Manzanita Lane, Elko, NV 89801  
 Phone: (775) 753-0986  
 Fax: (775) 777-7442

**For Official Use Only**

Date Received: \_\_\_\_\_, 20\_\_\_\_

Reviewed by: \_\_\_\_\_

Comments: \_\_\_\_\_

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**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?     Yes     No

**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:**