



## EMPLOYMENT APPLICATION FORM

Vinton Construction Company: 920-682-0375 [employment@vintonwis.com](mailto:employment@vintonwis.com)

Job Title Applying For: \_\_\_\_\_

### Personal Information:

Full Name: \_\_\_\_\_

First Middle Last

Address: \_\_\_\_\_

(Street Address)

(Street Address Line 2)

(City) (State) Zip

Phone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Are you 18 or older?

\_\_\_\_\_ YES \_\_\_\_\_ NO

Are you eligible to work in the US for any employer?

\_\_\_\_\_ YES \_\_\_\_\_ NO

(Proof of identity and eligibility will be required upon employment)

Have you been employed with us before?

\_\_\_\_\_ YES \_\_\_\_\_ NO If yes, give date \_\_\_\_\_

Have you filed an application with us before?

\_\_\_\_\_ YES \_\_\_\_\_ NO If yes, give date \_\_\_\_\_

Do any of your friends or relatives work here?

\_\_\_\_\_ YES \_\_\_\_\_ NO If yes, Enter Name: \_\_\_\_\_

Can you travel if a job requires it?

\_\_\_\_\_ YES \_\_\_\_\_ NO

## EDUCATION

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**High School:** \_\_\_\_\_ # of Years \_\_\_\_\_ Graduated \_\_\_\_\_  
(Name of School Attended)

**College:** \_\_\_\_\_ # of Years \_\_\_\_\_ Graduated \_\_\_\_\_  
(Name of College Attended)

Area of Study / Degree: \_\_\_\_\_

**Grad School:** \_\_\_\_\_ # of Years \_\_\_\_\_ Graduated \_\_\_\_\_  
(Name of College Attended)

Area of Study / Degree: \_\_\_\_\_

**Trade School / Other:** \_\_\_\_\_ # of Years \_\_\_\_\_ Graduated \_\_\_\_\_

Area of Study / Degree: \_\_\_\_\_

**SKILLS, QUALIFICATIONS or JOB RELATED TRAINING:** Describe any specialized skills, equipment operated, apprenticeships.

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## EMPLOYMENT HISTORY:

Current Employer: \_\_\_\_\_

Position & Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Start Date: \_\_\_\_\_ May we contact? \_\_\_\_\_ YES \_\_\_\_\_ NO

Supervisor Name: \_\_\_\_\_

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**Previous Employment:**

Employer: \_\_\_\_\_

Position & Duties: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_

Position & Duties: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_

Position & Duties: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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**REFERENCES: (Please include 3 references)**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

## **EQUAL OPPORTUNITY EMPLOYER STATEMENT**

Vinton Construction Company is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, train and apprenticeship. Vinton Construction Company makes hiring decisions based solely on qualifications, merit, and business needs at the time. Our EEO Policy is available upon request.

The Equal Employment Opportunity Commission (EEOC) requires all private employers with 100 or more employees as well as federal contractors and first-tier subcontractors with 50 or more employees AND contracts of at least \$50,000 complete an EEO-1 report each year. Covered employers must invite employees to self-identify gender and race for this report.

Completion of this form is voluntary and will not affect your opportunity for employment, or the terms or conditions of your employment. This form will be used for EEO-1 reporting purposes only and will be kept separate from all other personnel records only accessed by the Human Resources department. Please return completed forms (if printed) to the HR department.

If you choose not to self-identify your race/ethnicity at this time, the federal government requires Vinton Construction Company to determine this information by visual survey and/or other available information.