



Application for Employment

James W. Fowler Co. is an equal opportunity employer. All applicants will be considered without regard to age, color, national origin, religion, sex or other protected status in accordance with applicable federal and state equal employment opportunity laws. We also comply with the ADA, and if assistance in the application process is needed, please contact our HR Department.

Position Desired: _____ Date: _____

Full Legal Name: _____ Maiden Name: _____

Present Address: _____ How Long: _____

Permanent Address: _____ How Long: _____

Telephone No.: () _____ Message No.: () _____

Date You Can Start: _____ Pay Rate Desired: _____

How did you hear about this Company? _____

Are you available to work Full-Time Part-Time Overtime

Do you have the legal right to work in the United States? No Yes

Have you been convicted of a crime? No Yes (Please note that a "YES" will not bar you from consideration of employment)

If "Yes", please explain:

Circle the Highest Level of Education Completed:

Undergraduate

Graduate

1 2 3 4 5 6 7 8 9 10 11 12

1 2 3 4

1 2 3 4

Special Skills and Qualifications: Summarize special job-related skills and qualifications acquired from employment, course work, seminars or other experience. Include any specialized training apprenticeship, skills or extra-curricular activities related to the job you are seeking.

Do you have a valid Driver's license? No Yes If "Yes", State and License Number: _____

All employees are required to provide a DMV driving record at time of hire.

Start with your present or last job. List your last 3 jobs in order. Do not omit any jobs.

May We Contact Your Present Employer? No Yes

Employer: _____ Dates: From (mo/yr) _____ To (mo/yr) _____

Address: _____ Telephone Number: () _____

_____ Supervisor: _____

Job Title: _____ Duties: _____

Reason for Leaving: _____

Employer: _____ Dates: From (mo/yr) _____ To (mo/yr) _____
 Address: _____ Telephone Number: () _____
 _____ Supervisor: _____
 Job Title: _____ Duties: _____
 Reason for Leaving: _____

Employer: _____ Dates: From (mo/yr) _____ To (mo/yr) _____
 Address: _____ Telephone Number: () _____
 _____ Supervisor: _____
 Job Title: _____ Duties: _____
 Reason for Leaving: _____

Have you ever been employed by this company? No Yes
 If "YES" when? From (mo/yr) _____ To (mo/yr) _____

List 3 non-relatives who are familiar with your qualifications and actual work history and ability.

<u>Name</u>	<u>Occupation/Relationship</u>	<u>Years Known</u>	<u>Telephone Number</u>
1. _____	_____	_____ ()	_____
2. _____	_____	_____ ()	_____
3. _____	_____	_____ ()	_____

Please read the following statements carefully before signing this application. Only those applications that are signed and dated are considered valid. If you have any questions regarding this statement, please ask them before signing below.

I certify that all answers and statements I have made on this application (and resume or other supplementary materials) are true and complete without omissions. I understand that any false information will be grounds for refusal to hire or for immediate discharge if I am employed. I authorize any of the persons or organizations named in this application to give you complete information and records regarding my employment, education, character, and qualifications

I understand that my employment may be subject to the satisfactory results of any pre-employment examination required by the Company, including a mandatory urine test to detect drug usage. I also understand that the Company may require a current DMV report and reserves the right to do a criminal record background check. I will be responsible for familiarizing myself with all rules and regulations of the Company as they presently exist and are later modified. I recognize that my employment can be terminated, at the discretion of the Company or at my option, without notice, at any time, except as specifically set forth in writing in a current individual employment agreement.

I also understand that no representative of the Company has any authority to enter into any employment agreement for any specified period of time, or to assure me of any future position, benefits, or terms and conditions of employment, except as specifically stated in current written agreement signed by the President

I acknowledge that James W. Fowler Co. participates in the CICP or Construction Industry Crime Prevention and prosecutes any and all theft by employees and the general public. James W. Fowler Co. also prosecutes any and all fraudulent workers compensation claims.

I have read, understand and agree with all of above.

Date

Signature of Applicant



Pre-Employment Drug Screening Policy

James W. Fowler Co. is committed to establishing a work environment where its employees are free from the effects of drugs, alcohol abuse, or other job-impairing substances.

The Company recognizes its obligation to its employees and those who come into contact with our facilities to provide reasonably safe working conditions. Moreover, the Company is committed to promoting high standards of employment performance, productivity, health, safety and reliability. To those ends, the Company has established this policy.

In the event that an applicant is not prepared to consent to a pre-employment drug-screening test, the applicant should immediately withdraw his or her employment application.

SCOPE: This policy applies to all hourly and salary applicants.

PRE-EMPLOYMENT DRUG SCREENING POLICY: The Company reserves the right to test those to whom it has made a conditional offer of employment for any controlled substance as defined by law, any mood-altering substance, or any substance that causes effects on the central nervous system or brain at any time (excluding alcohol), with or without cause, as the Company determines appropriate and in accordance with applicable law.

PROCEDURE: The procedures for submitting to a pre-employment drug screen are as follows:

1. The Company shall notify the testing facility and an appointment shall be made for the job applicant who has received a conditional offer of employment. The applicant shall be given no more than twenty-four (24) hours; advance notice of the testing date and time. In the event that the applicant does not appear for the scheduled appointment, he or she may forfeit their right to be tested for at least ninety (90) days.
2. Applicants should arrive at the testing facility approximately five (5) to ten (10) minutes prior to their scheduled appointment to complete the necessary paperwork. Applicants must also bring a current driver’s license or other photograph identification.
3. The applicant will be required to sign a consent form permitting the testing facility to conduct the test, including allowing for urine collection. In the event that the applicant refuses to sign the consent form or otherwise refuses to proceed with the test, he or she shall be ineligible for employment.
4. The testing facility will collect a urine specimen from the applicant. Trained medical personnel do the collection in a controlled environment. The result of the drug screen will be given to a designated representative of the Company. The applicant’s test results will be kept confidential, to the extent possible.
5. Applicants who test positive or do not submit a urine sample that meets the specimen integrity standards sent by the testing facility will be ineligible for employment and the conditional job offer will cease. We reserve the right to determine whether an applicant who has submitted a urine sample that does not meet integrity standards will be given an opportunity to submit a second sample. If an applicant submits two (2) samples that do not meet specimen integrity standards, the conditional job offer will be withdrawn. Applicants who test positive may reapply and be re-tested after a period of twelve months, provided they submit acceptable written verification that they have undergone evaluation and completed treatment for drug dependency. Also, if the applicant believes the positive test result is inaccurate, the applicant may submit a written objection of the test result to the HR Manager of JWFCO within five (5) calendar days of the date he/she was informed of the positive test result. The objection must contain information explaining why the applicant feels the specimen should not have been rejected under the testing facility’s integrity standards or why the test result was inaccurate. In the event that the pre-employment drug screen test is positive for a legally obtainable drug, the applicant will be asked to produce written information regarding the prescription.

Signature of Applicant

Date

Witness Signature

Applicant Name (PRINT)

Witness Name (PRINT)



Voluntary Survey

James W. Fowler Co. is a government contractor subject to Executive Order 11246, which requires affirmative action to employ and advance in employment qualified individuals without regard to race, color, national origin, sex, religion, age, martial status or disability.

We are compiling information to assist us in complying with our Affirmative Action Program goals and are requesting you to complete this survey.

Submission of this information is completely voluntary. Information provided will be kept confidential and used only in ways consistent with Executive Order 11246 and government reporting requirements. Refusal to provide information will not subject you to any adverse employment decision.

Completion of this portion and signature below is required regardless of participation in the survey.

Name Telephone () Address City State Zip Social Security # Male Female I Will Participate I Choose Not To Complete the Survey

Check Only One:

- White (Not of Hispanic Origin) Black (Not of Hispanic Origin) Hispanic or Latino Asian or Pacific Islander American Indian or Alaskan Native

Check All That Apply (See below if further explanation needed):

- Special Disabled Veteran Vietnam Era Veteran Other Eligible Veteran

Special Disabled Veteran: Means (A) a veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans' Affairs for a disability (I) rated at 30 percent or more, or (ii) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 1506 of Title 38, U.S.C. to have a serious employment handicap or (B) a person who was discharged or released from active duty because of a service-connected disability.

Vietnam Era Veteran: Means a person who (A) served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred: (I) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (ii) between August 5, 1964, and May 7, 1975, in all other cases; or (B) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed (I) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (ii) between August 5, 1964, and May 7, 1975, in all other cases.

Other Eligible Veteran: Means veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. If you have any questions regarding campaigns or expeditions call the HR Department for a list that meet this criterion.