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[CA GENERAL BUILDING CONTRACTORS LICENSE #808186]

EMPLOYMENT APPLICATION

Dijeu Poage Construction ("DPC") is an equal opportunity employer. All qualified job applicants will be considered for employment without regard to age, race, sex, color, creed, religion, national origin, citizenship, marital status, physical or mental disability, medical condition, sexual orientation, veteran status or any other basis protected by federal, state or local law.

Please fill out the application completely and accurately. The application can be filled out on a computer or by hand, and then printed and mailed or faxed to DPC; please do not email your application, as email is not a secure means of transmitting personal information. The information that you provide in this application will be relied upon in the hiring process and, if employed, in relation to your continuing employment. This application and its contents will remain confidential and will be used by DPC solely for legitimate business purposes.

Date: \_\_\_\_\_

PERSONAL INFORMATION

Last Name First Name Middle Initial/Name

Please list any aliases and/or other names by which you are, or have been, known

Social Security Number

Position(s) Sought Desired Compensation

How were you referred to DPC/where did you hear of this position?

Can you perform the functions of the position sought with reasonable accommodation? Yes No

Are you over the age of 18? Yes No

If no, do you have a valid work permit? Yes No

If hired, can you provide proof of your legal right to work in the United States? Yes No

Have you been employed with DPC previously? Yes No

If yes, please list date(s) and job title(s) of previous DPC employment

Do you have any friends or relatives who have been employed with DPC? Yes No

If yes, please list names of friends and relatives

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

Date: \_\_\_\_\_

**Current Contact Information:**

Home Phone (with area code)

Mobile Phone (with area code)

Email Address(es)

Street

City

State

Zip Code

**Former and/or Permanent Contact Information:**

Street

City

State

Zip Code

**EDUCATION AND BUSINESS SKILLS****College/University:**

College/University Name

City, State

Graduate?

Yes

No

Years Completed

Degrees Rec'd

Major(s), Minor(s), Field(s) of Study or Courses

**High School:**

High School Name

City, State

Graduate?

Yes

No

Years Completed

Special Areas of Study

**Other Education and/or Professional Development:**

Institution Name

City, State

Graduate?

Yes

No

Years Completed

Special Areas of Study

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

Date: \_\_\_\_\_

Do you have any special expertise, knowledge, skills, training or other qualifications relevant to your ability to perform the essential job functions of the position sought? This should include professional credentials and associations, as well as relevant military designations, experience or training?

\_\_\_\_\_  
If yes, list/describe:

## EMPLOYMENT REFERENCES

Please list three individuals, other than your current supervisor, whom we may contact for an employment reference.

### Reference 1:

Name	Telephone	Email
Relationship	Years Known	

### Reference 2:

Name	Telephone	Email
Relationship	Years Known	

### Reference 3:

Name	Telephone	Email
Relationship	Years Known	

## REGULATORY HISTORY

If you answer "Yes" to any of the questions below, please provide appropriate details in the space provided—you may also use the back of this page or attach sheets if necessary.

Have you ever been reprimanded, disciplined or terminated by a prior employer for sexual harassment, employment discrimination or any other inappropriate or prohibited workplace conduct?

Yes      No

Details:

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

Date: \_\_\_\_\_

**EMPLOYMENT HISTORY**

Please complete this section in its entirety. You may also attach a resume or use the back of this sheet to list more detail about your history.

**Most Recent Employer:**

Company Name	City, State
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Dates of Employment (mo/yr to mo/yr)	Reason for leaving
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Last Position Held	Primary Responsibilities
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Supervisor's Name & Title	Telephone	Email
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**Previous Employer:**

Company Name	City, State
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Dates of Employment (mo/yr to mo/yr)	Reason for leaving
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Last Position Held	Primary Responsibilities
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Supervisor's Name & Title	Telephone	Email
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**Previous Employer:**

Company Name	City, State
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Dates of Employment (mo/yr to mo/yr)	Reason for leaving
--------------------------------------	--------------------

Last Position Held	Primary Responsibilities
--------------------	--------------------------

Supervisor's Name & Title	Telephone	Email
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Last Name: \_\_\_\_\_

Date: \_\_\_\_\_

## NOTICES, AUTHORIZATIONS AND CERTIFICATIONS

**Please read the following information thoroughly before signing below.**

### **Release of Background Information:**

I hereby authorize Dijeu Poage Construction ("DPC") or anyone acting on its behalf to thoroughly investigate my references, work history, educational background and any other matters related to my suitability and/or qualifications for employment, including without limitation, by preparation of an investigative consumer report. I further authorize any and all of my former employers, educational institutions, personal references, public or private agencies or associations, and any other persons or entities to provide DPC or anyone acting on its behalf with any information they may have (whether in written or narrative form) concerning my educational record, character, skills, experience, work history, business activities, general reputation, and personal characteristics. I also authorize any and all of my former employers to provide any information or documents (whether contained in a personnel file or otherwise) concerning my hiring, terms of employment, job duties, employment record, work performance, disciplinary actions, and/or reasons for separation. In doing so, I hereby release and hold harmless DPC, my former employers, educational institutions, personal references and all other persons or entities from any and all possible claims or liability of any kind arising out of or in any way related to any disclosure, receipt, investigation or use of any such information or documents.

### **Conditions of Employment:**

I understand and agree that any employment with DPC is conditioned on my execution of an employment agreement or signing of an appropriate hiring letter; my providing satisfactory proof, as required by law, of my right to work in the United States, and on verification of my qualifications, background, experience and references. If we find you are qualified for the position, we will ask if you have been convicted or arrested. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records. If employed, I agree to comply at all times with all DPC policies, rules and procedures as they may be established, stated and/or modified from time to time at DPC's sole discretion.

### **At-Will Employment:**

I understand and agree that, if employed, my employment with DPC will not be for any specific

duration and may be terminated either by me or DPC at any time and for any reason whatsoever, with or without cause or advance notice. I further understand and agree that, if employed, DPC will also retain the right to make all other decisions concerning my employment (e.g., changes to my position, title, level, compensation, job duties, reporting structure, work location or any other managerial decision) with or without cause, as it deems appropriate in its sole discretion. The at-will nature of employment with DPC cannot be changed except in a writing signed by me and DPC's owners.

### **Arbitration:**

Except as specified below, to the fullest extent allowed by law, any and all disputes, claims or controversies of any kind arising out of or related in any way to hiring, employment or the termination of employment with DPC (including without limitation any statutory or common law claims against DPC or any of its agents or employees) shall be fully and finally resolved through binding arbitration, before a neutral arbitrator, pursuant to the California Arbitration Act, California Code of Civil Procedure section 1280, et seq. DPC and I therefore waive any right to a jury trial on any such claims or matters. Any arbitration between the parties will be conducted before the American Arbitration Association ("AAA") in San Mateo, California, under the AAA's then existing national rules for the resolution of employment disputes, as modified in any respect necessary to comply with the requirements of California law for enforcement of arbitration agreements regarding employment-related disputes. This arbitration provision shall not apply to any claims for injunctive or other similar equitable relief. Before commencing any arbitration proceedings, any dispute between me and DPC or any of its agents or employees shall first be submitted, in writing, to DPC's owners for a good faith attempt at resolution under DPC's internal dispute resolution procedures.

### **Contents of application:**

I hereby certify that I have personally completed this employment application and that the information I have provided herein is all complete, true and correct. I understand and agree that any false or misleading statement or omission made by me herein or otherwise in applying for employment with DPC may result in DPC's immediate discontinuation of any further consideration of me for employment or, if employed, my immediate discharge, regardless of when DPC discovers the false or misleading statement or omission. I understand that this application will only remain active for sixty (60) days from the date submitted and that, thereafter, I will need to reapply if I wish to be considered for employment.

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 Signature

Print Name

Date