

Triple-G Construction, Inc.

# EMPLOYMENT APPLICATION

Applications are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or in the presence of a non-related medical condition or handicap.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone# \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Social Security # \_\_\_\_\_

DOB \_\_\_\_\_ Are you a citizen of the United States of America?  Yes  No

Have you applied here before?  Yes  No When? \_\_\_\_\_ Position applied for? \_\_\_\_\_

Start When \_\_\_\_\_  Full time  Part time  Temporary  Other \_\_\_\_\_

**EMPLOYMENT EXPERIENCE;** Start with your present job or last job. Include military assignments and other volunteer activities. Exclude organizational names which indicate race, color, religion, sex, or national origin

Employer 1 \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Supervisors' Name \_\_\_\_\_

Job Title \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary or Hourly rate \_\_\_\_\_

Employer 2 \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Supervisors' Name \_\_\_\_\_

Job Title \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary or Hourly rate \_\_\_\_\_

EMPLOYMENT APPLICATION PART 2

EDUCATION

Schools/Colleges Attended:

# Years    Year Grad.    Degree

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Describe any special qualifications for this job:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Drivers License # \_\_\_\_\_ State \_\_\_\_\_ Expiration \_\_\_\_\_

Are you a veteran of the U.S. Military service?  Yes  No

I CERTIFY that answers given herein are true and complete to the best of my knowledge. I authorize investigations of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract of employment. In the event of employment, I understand that false or misleading information given on my application or interview may result in termination.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For Personnel Department only

Remarks \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Interview report by \_\_\_\_\_

Accurate Credit Bureau fax 626 398-0642
I wish to order <input type="checkbox"/> Credit Report <input type="checkbox"/> DMV Records <input type="checkbox"/> Reference Verification <input type="checkbox"/> Criminal Records

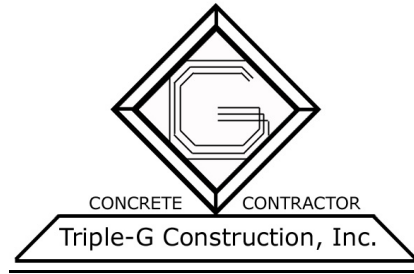


## **STANDARDS OF CONDUCT AND SAFETY RULES**

1. Safety glasses, hardhat and leather work boots are mandatory. Gloves are to be worn at all times when using any cement or stucco product.
2. **NO** muscle shirts! All shirts are to have a minimum of 6" sleeves.
3. **Reasons for dismissal (# 4 thru 15)**
4. Falsification of organization records, including employment application or time cards.
5. Willful or repeated violation of safety rules or production procedures, including failure to lockout or tag electrical equipment before servicing or maintenance; failure to use, at all times authorized machinery and equipment guards; and improper care or use of personal protective equipment.
6. Insubordination and/or refusal to comply with instructions or failure to perform reasonable duties assigned; including housekeeping duties to eliminate tripping, slipping and falling hazards.
7. Being impaired by/or under the influence of alcohol or unlawful drugs on our premises, job sites or in company vehicles.
8. Theft, fraud or violation of criminal laws on our premises or job site.
9. Fighting, horseplay, practical jokes or other disorderly conduct which may endanger any employee's well being or the work operation.
10. Threatening, intimidating, coercing, using abusive language or otherwise interfering with the work performance of fellow employees.
11. Immoral or indecent conduct on our premises or job sites.
12. Verbal or physical conducts constituting sexual harassment.
13. Use of company material, time or equipment for the manufacture or production of an article for unauthorized purposes or for personal use.

14. Excessive absenteeism or tardiness.
15. Performance, which does not meet the requirements of the position.
16. A valid Colorado driver's license is necessary to operate vehicles and machinery.
17. Seatbelts are to be worn when operating machinery and vehicles.
18. The office must have proof of insurance on any personal vehicles if they will be taken to job sites.
19. Report any and all safety hazards and/or safety violations to job foreman, job supervisor and/or safety manager immediately.
20. It is required before entering all company vehicles/equipment to inspect for open toolboxes, lose boards, working lights, etc.
21. Before moving any trailers, inspect that they are properly hooked up to vehicles and load is **properly tied down**. All lights and tires must be checked as well before departure.
22. Gasoline is to be carried in approved cans only. Check with the supervisor as to which cans are approved for gas and for diesel.
23. Orange safety vests are to be worn within 50 feet of any roadway and any time the curb and gutter or paving machine is in operation.

I, \_\_\_\_\_, **HAVE READ, UNDERSTAND AND AGREE TO ACT IN ACCORDANCE WITH THE ABOVE STANDARDS OF CONDUCT AND SAFETY RULES ON \_\_\_\_\_, 20\_\_.**



## COMPANY POLICY

1. Triple-G Construction, Inc. will supply one pair of safety glasses per employee at the start of employment. All others will be replaced when the old or broken pair is turned into the office. If you have lost or forgotten your safety glasses you will be given a replacement pair and the cost will be deducted from your next paycheck. **SAFETY GLASSES ARE MANDATORY, NO EXCEPTIONS**
2. Triple-G Construction, Inc. will supply one hard hat at the start of employment. You must use the hard hat we provide for you. **Do not** bring a hard hat you may already have unless it is OSHA approved. If you lose or forget your hard hat at anytime, you will be given a replacement and the cost will be deducted from your next paycheck. Broken hard hats will be replaced when the broken one is turned into the office. **HARD HATS ARE MANDATORY, NO EXCEPTIONS**
3. All original items (hard hats, safety vest, and safety glasses) that are supplied to you at the beginning of employment are the property of Triple-G Construction, Inc. for the first 30 days of your employment. If your employment should end before 30 days all of these items must be returned to Triple-G Construction, Inc. The cost of any item not returned will be deducted from your paycheck. (Hard Hats \$10.00, Safety Vest \$10.00)
4. All employees are to supply their own work gloves. Leather gloves are preferred. Rubber gloves are preferred when pouring concrete and using stucco products.
5. Pay week starts on Sunday and ends on Saturday. Paychecks are available the following **Friday**. If someone other than yourself will be picking up your paycheck you must call the office and give your permission for him or her to pick it up. Time cards must be signed and turned in every Friday.
6. Only employees of Triple-G Construction, Inc. are allowed on our job sites; No unauthorized people are to be on job sites.
7. Please call the office 2 hours in advance if you are calling for the day off due to sickness or an emergency.
8. If more than 3 days in a row are needed off, please notify supervisor and the office no later than 1-week in advance.
9. Failure to notify of an absence in the proper manner will be considered a **NO SHOW**. If you are a no show we will consider this as a statement that you **do not** want to work and will be

treated this way if you apply for unemployment at any time.

10. **Be on time to work.** Check with supervisor the day before to confirm the start time for the following day; please do not call supervisors before or after work to find this time out. It is your responsibility to get to work at the correct time.
11. You need to have your own transportation to work. Do not depend on someone else to get you to work.
11. Employees must report any accidents in Triple-G Construction, Inc. vehicles, no matter how minor the accident is.
12. When hurt on the job, notify a supervisor and the office immediately. Emergencies are to be taken care of first. Any accident needs to be documented on your timecard the same day it happens.
12. Employees are responsible for their own traffic violations/tickets while driving Triple-G Construction, Inc. vehicles.
13. If riding or driving a Triple-G Construction, Inc. vehicle please treat it with respect. Individuals who abuse company property will be subject to written report and/or termination.
14. Personal vehicles are not permitted on any job sites.
15. If you do not have a valid Colorado Drivers License, **do not** drive a Triple-G Construction, Inc vehicle. License must be valid and on your person. (This includes, the skid steer loader, or any other vehicle that requires a drivers license).
16. All personal messages will be given to you in writing at the end of the day. You will be notified immediately if you have an emergency message.
17. All synthetic cannabinoids are not considered a legitimate medical explanation.
18. Triple-G Construction, Inc. is an Equal Opportunity Employer. We do not discriminate against race, color, religion, sex or national origin.
19. Triple-G Construction, Inc. is responsible for hotel room rental only. Any damage or incidentals will be the employee's responsibility and will be taken out of their check in addition to possible termination.

I, \_\_\_\_\_, have read and understand and agree to act in accordance with the above company policy on \_\_\_\_\_ 20 \_\_\_\_\_



**TO:** All Employees  
**FROM:** Triple-G Construction, Inc.  
**DATE:** June 13, 2010  
**Subject:** Designated Medical Provider for work related injuries & illnesses

Effective immediately, all employees must obtain treatment of work related injuries and illnesses from **Emergicare Medical Clinics-Pueblo #1009274** located at 4117 N Elizabeth, Pueblo, CO 81008 or **Centura Centers for Occupational Medicine-Pueblo #119023** located at 4112 Outlook Blvd Suite 37, Pueblo CO 81008.

In the event of a life-or-limb-threatening emergency, the insured employee will be sent to the nearest emergency medical facility. Follow-up care must be provided by the medical provider designated above.

If an unauthorized medical provider treats an employee, the employee will be responsible for payment of said treatment.

All employees must sign below, acknowledging this company policy.

I have read and am fully aware of this company policy regarding medical treatment for work-related injuries and illnesses.

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Signature of employee

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Date