

APPLICATION for EMPLOYMENT

Mills Construction, Inc.
1311 Main Avenue South, Brookings, SD 57006
(605)697-3100

Equal access to programs, services, and employment is available to all persons.
Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Company.

Note: If you have an attached resume with any information asked for in this application you may leave those portions of this application blank.

Position applied for _____ Date of application _____

Name _____ Social Security # _____ - _____ - _____
Last First Middle

Address _____
Street City State Zip Code

Telephone# (____) _____ Cell # (____) _____ E-Mail Address _____

Referral Source (How did you hear about us?) _____

Are you at least 18 years of age? ___yes ___no Driver's license number _____ State _____

Have you been employed here before? ___yes ___no If **yes**, give dates and supervisors _____

If hired, can you furnish proof that you are legally eligible for employment in the United States? ___yes ___no

Date available for work ____/____/____ What is your desired wage? \$ _____

Type of employment desired: ___Full-Time ___Part-Time ___Temporary ___Student Summer Hire

Are you able to perform all of the essential functions of the position(s) for which you are applying? ___yes ___no
(See Job Description on Experience in Construction form)

Are you currently employed? ___yes ___no If yes, may we contact your present employer? ___yes ___no ___ after interview

Have you ever been convicted of a felony? ___yes ___no
Answering "yes" to this question does not constitute an automatic bar to employment. A background check may be conducted.

If **yes**, please provide date(s) and details _____

EMPLOYMENT HISTORY: Starting with your most recent employer, provide the following information:

Employer _____ Telephone # _____ Dates employed: Mo. ____ Yr. ____ to Mo. ____ Yr. ____

City _____ State _____ Starting Wage: _____ (___ hourly or ___ salary?)

Starting job title _____ Final job title _____ Final Wage: _____ (___ hourly or ___ salary?)

Immediate supervisor and title _____ May we contact for reference? ___yes ___no ___later

Why did you leave? _____

Summarize the type of work performed and job responsibilities: _____

What did you like most about your position? _____

What were the things you liked least about the position? _____

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Starting job title _____ Final job title _____ Final Wage: _____ (___ hourly or ___ salary?)

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ORGANIZATIONS/MEMBERSHIPS: Please list any activities you are involved in that support your industry, profession or community. Include any applicable leadership, community and association experience. You may exclude names or terms which indicate protected status, such as race, color, religion, sex, national origin, age or disability.

SKILLS AND QUALIFICATIONS: Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

EDUCATIONAL BACKGROUND: Starting with your most recent school attended, provide the following information:

School (include City & State)	Years Completed	Degree/Certification	GPA/Class Rank	Major/Minor

REFERENCES: List names and telephone numbers of three business/work references who are NOT related to you and are NOT previous supervisors. If not applicable, list three schools or personal references who are NOT related to you.

Name	Title	How do you know them?	Telephone	# of Years Known

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for 90 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, I should contact the company and let them know that I am still interested in employment.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States of America and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) eliminate me from further consideration for employment, or (2) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date ____/____/____

FOR PERSONNEL DEPARTMENT USE ONLY – DO NOT WRITE IN THIS SPACE		
Date Interviewed _____	Employment Type _____	Date of job offer _____
Accepted? _____	Starting Wage _____	Interest in Journeyman Program? _____
Orientation date _____	Job progress review in _____ days	Start date _____
Job experience level? _____	LWP needed? _____	
Special notes _____		

MILLS CONSTRUCTION, INC.

EXPERIENCE IN CONSTRUCTION FORM

Please complete the following:

Please check the column that closest describes your experience:

	NO EXPERIENCE (would like to learn)	SOME EXPERIENCE (still need direction)	MUCH EXPERIENCE (minimal direction needed)	COMMENTS
Supervision				
Survey/stakeout/building layout				
Equipment operation – list type				
Concrete slabs				
Concrete footings & foundations				
Concrete finishing				
Welding work				
Rough carpentry				
Layout walls				
Finish carpentry (trimwork)				
Cabinet/countertop hanging				
Asphalt shingling				
Metal roofing				
Metal/vinyl soffit/fascia				
Metal/vinyl/Hardiboard siding				
Hang metal or wood doors				
Mount windows				
Steel stud framing				
Drywall finishing				
Acoustical ceiling tile work				
HVAC work				
Plumbing – journeyman or apprentice?				
Other skill? – please list				
Overall:				
Steel building erection				
Pole building erection				
Residential construction				
Commercial construction				

Job Description:

Field employees are accountable for the fulfillment of all assigned duties. Field work is physically demanding and takes coordination. There are many potential hazards and the work can be dangerous at times. The mind needs to focus and the body needs to function at intense levels at times.

You must be physically strong and agile as the job requires the ability to climb ladders; lift heavy objects (75 lbs.) do repetitive tasks with hands and arms, etc.

You must be reliable and responsible with a solid work ethic and willingness to work physically hard in all South Dakota weather conditions. You must be alert, have good judgment, be strong and in good health.