



1711 S. Laredo St.  
 San Antonio, TX 78207  
 Ph: 210.821.5858  
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**TEJASPREMIER**  
 BUILDING CONTRACTOR, INC.  
*Working together to build value*

**RETURN COMPLETED**

**APPLICATION TO:**

↓ ↓ ↓  
 Fax: 210.821.5862  
 - OR -  
 E-mail: angelica@tejaspremierbc.com

**Employment Application**

*Tejas Premier Building Contractor, Inc. does not discriminate on the basis of race, creed, ethnicity, national origin, color, age, sex, disability, religion, marital status, or any other projected classification.*

**SECTION I: Personal Data**

\_\_\_\_\_  
 Name (Last, First, Middle) Telephone Number Date of Application

\_\_\_\_\_  
 Present Address (Street, City, State, Zip)

\_\_\_\_\_  
 Social Security Number

Are you at least 18 years of age?  No  Yes Do you have any relatives working here? \_\_\_\_\_

Have you ever been convicted of a violation of the law, other than a minor\* traffic violation (\*minor = a violation such as a parking ticket)  No  Yes If yes, please explain.  
 \_\_\_\_\_  
 \_\_\_\_\_

**SECTION II: Work Preference**

\_\_\_\_\_  
 Position Desired Date Available Expected Salary

Hours Preferred Previously Applied?  
 Full Time  Part Time  Temp  Other  No  Yes Date(s) \_\_\_\_\_

**SECTION III: Employment History** (This section MUST be completed. Do not write “see resume”).

List most recent employer first. Account for all time since school, including unemployed periods. Continue on a separate sheet, if necessary.

\_\_\_\_\_  
 Dates employed (From/To) Employer Name Position

\_\_\_\_\_  
 Address Supervisor Name Telephone May we contact?

\_\_\_\_\_  
 Duties of position

\_\_\_\_\_  
 Present or last salary Reason for leaving

Dates employed (From/To)	Employer Name	Position	
Address	Supervisor Name	Telephone	May we contact?
Duties of position _____			
Present or last salary	Reason for leaving		

Dates employed (From/To)	Employer Name	Position	
Address	Supervisor Name	Telephone	May we contact?
Duties of position _____			
Present or last salary	Reason for leaving		

Dates employed (From/To)	Employer Name	Position	
Address	Supervisor Name	Telephone	May we contact?
Duties of position _____			
Present or last salary	Reason for leaving		

**SECTION IV: Military Experience**

Branch of Service \_\_\_\_\_ Dates of Service \_\_\_\_\_ Highest Rank \_\_\_\_\_

Military Skills / Training: \_\_\_\_\_

**SECTION V: Education**

High School: Name and address	Yrs completed	Graduated?	Degree received/expected
College/Other: Name and address	Yrs completed	Graduated?	Degree received/expected

**SECTION VI: Skills/Licenses** (Please check all of the skills that apply):

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Typing WPM _____                 | <input type="checkbox"/> Crane               | <input type="checkbox"/> Metal Stud Framing | <input type="checkbox"/> Tape & Float      |
| <input type="checkbox"/> Ten Key by Touch                 | <input type="checkbox"/> Read Blue Prints    | <input type="checkbox"/> Form Work          | <input type="checkbox"/> Bobcat Loader     |
| <input type="checkbox"/> Switchboard                      | <input type="checkbox"/> Grid & Ceiling Tile | <input type="checkbox"/> Welding            | <input type="checkbox"/> Wood Stud Framing |
| <input type="checkbox"/> Word Processing – Specify: _____ | <input type="checkbox"/> Concrete            | <input type="checkbox"/> Rough Carpentry    | <input type="checkbox"/> Finish Hardware   |
| <input type="checkbox"/> Spreadsheets – Specify: _____    | <input type="checkbox"/> Power Tools         | <input type="checkbox"/> Finish Carpentry   | <input type="checkbox"/> Laser Level       |
| <input type="checkbox"/> Other Computer Programs: _____   | <input type="checkbox"/> MetalDoor Hanging   | <input type="checkbox"/> Drywall            | <input type="checkbox"/> Back Hoe          |

List any other skills that would be relevant to the position for which you are applying: \_\_\_\_\_

List any Licenses/Certifications: \_\_\_\_\_

In what languages are you fluent? \_\_\_\_\_

**SECTION VII: Referral Source**

- Newspaper    TWC    Walk-in    Friend    Internet    Other – Specify: \_\_\_\_\_

**SECTION VIII: Release of Information**

I certify that all information provided by me on this application is true and complete. I authorize you to request, receive and verify all information given on this application and understand that any misstatement, falsification, or omission of information is grounds for refusal to hire, or, if hired, termination, regardless of when found.

I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I will release all such parties from all liability from any damages which may result from furnishing such information to you.

I acknowledge that if I am employed, my employment will be at-will and may be terminated with or without cause at any time by my employer or me.

I agree to conform to the rules and regulations of Tejas Premier Building Contractor, Inc. and also agree that my employment and compensation can be modified or terminated with or without cause, and with or without notice, at any time, at the option of Tejas Premier Building Contractor, Inc. or myself.

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

**SECTION IX: Credit/Criminal Check and Pre-Employment Substance Screening**

I authorize Tejas Premier Building Contractor, Inc. to conduct a credit investigation and/or criminal investigation as deemed necessary. I understand that this report would be obtained to be used, or expected to be used, or collected in whole or part for the purpose of serving as a factor in establishing my eligibility for employment.

If offered a position, and if a criminal investigation is conducted, the offer is contingent upon satisfactorily meeting the guidelines as set forth, and as determined by Tejas Premier Building Contractor, Inc. for the particular position for which I am applying. If the criminal investigation does not meet the guidelines as deemed appropriate for the position by Tejas Premier Building Contractor, Inc., the offer will be rescinded and I will not hold Tejas Premier Building Contractor, Inc. liable for any statements or commitments made during the pre-interview, interview, or post-interview process.

Additionally, in making this application for employment, it is understood that a copy of a consumer report prepared by a consumer reporting agency, also known as a credit report, may be obtained as a part of a routine background check.

Information from the report will not be used in violation of any federal or state equal opportunity law or regulation.

Before taking any adverse employment action based on the credit report, including denying employment, Tejas Premier Building Contractor, Inc. will provide to me, without charge, a copy of the report plus a written summary of rights under the Fair Credit Reporting Act.

Signing this form constitutes written authorization to have a credit report and/or criminal check conducted at any time during my employment in the event that I am hired.

In addition, I also understand that any employment is subject to the satisfactory results of a pre-employment substance-screening test. I understand that positive results of the test will result in me not being eligible for employment with Tejas Premier Building Contractor, Inc. I also understand that should I fail the substance-screening test, I will not be able to reapply with Tejas Premier Building Contractor, Inc. until one year of my last date of application. I further understand that by refusing to undergo a pre-employment substance screening test will disqualify me for employment with Tejas Premier Building Contractor, Inc.

I further understand that should I be hired, and for insurance, company, and/or customer requirements, and/or if I am involved, either directly or indirectly, in an accident, injury, any internal or customer investigation, or for random testing, I may be subject to a credit/criminal/substance-screening test or report during my employment. If any of these reports do not meet the guidelines as deemed appropriate by Tejas Premier Building Contractor, Inc., then I understand that I will be subject to termination.

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

**SECTION X: Employment Application Driver Addendum**

**Driving History** (this section **MUST** be completed)

Name _____	Social Security Number _____		
Driver's _____	State of _____	Type of _____	Exp. _____
License # _____	Issue _____	License _____	Date _____

List any accidents or moving violations during the past three years. Please list dates and specify nature of accidents or violations.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has your license ever been denied, revoked or suspended?  No  Yes

If yes, please explain

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that driving is an integral part for the position for which I am applying, and that my application will be considered only after verifying my insurability to drive a motor vehicle. If hired, and if driving continues to be a part of my responsibilities, and should I become uninsurable, I will be terminated immediately, regardless of when found.

I also authorize Tejas Premier Building Contractor, Inc. to obtain a Motor Vehicle Report on confirming my insurability before becoming an employee. If any records are found, prior to being hired, that would show that I have violations indicating that an insurability review would result in uninsurability, the offer of employment will be revoked, or, if already hired, I will be terminated, regardless of when found. All violations, whether they are on or off the job and regardless of fault, will be in an insurability review.

I authorize you to request, receive and verify all information given on this application.

I further acknowledge that if I am employed, my employment will be at-will, and may be terminated with or without cause at any time by me or by the employer.

I agree to conform to the rules and regulations of Tejas Premier Building Contractor, Inc. and my employment and compensation can be modified or terminated with or without cause, and with or without notice, at any time, and at the option of either Tejas Premier Building Contractor, Inc. or myself. I understand that no manager or representative of Tejas Premier Building Contractor, Inc., other than the President, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, either prior to commencement of employment or after I have been employed.

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

**SECTION XI: PRE EMPLOYMENT DISCLOSURE AND RELEASE**

In connection with my application for employment (including volunteer and/or contract services) I understand that consumer reports which may contain public record information may be requested. These reports may include the following types of information: names and dates of previous employers, reason for termination of employment, work experience, education, etc. I further understand that such reports may contain public record information concerning my driving record, workers' compensation claims, credit, bankruptcy proceedings, criminal records, et c., from federal, state, and other agencies which maintain such records.

**I AUTHORIZE WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED TO FURNISH THE ABOVE MENTIONED INFORMATION.**

I have the right to make a request, upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including the sources of information and the recipients of any reports on me which has previously furnished within the two year period preceding my request.

I hereby authorize procurement of consumer report (s). If hired (or contracted) this authorization shall remain on file and shall serve as ongoing authorization for you to obtain consumer reports at any time during my employment (or contract) period.

_____	_____
SOCIAL SECURITY NUMBER	COUNTY OF RESIDENCE
_____	_____
DATE OF BIRTH (For Identification for purposes only)	OTHER LAST NAMES
_____	_____
CURRENT ADDRESS	PREVIOUS ADDRESS
_____	_____
CITY, STATE, ZIP CODE	CITY, STATE, ZIP CODE
_____	_____
PRINT YOUR NAME	DRIVER'S LICENSE NUMBER & STATE

**FORMER RESIDENCES FOR LAST SEVEN (7) YEARS: CITY, STATE & ZIP ONLY**

(1) _____	(2) _____
(3) _____	(4) _____



_____	_____
APPLICANT'S SIGNATURE	DATE