



*Our Family Pride Shows in Our Fine Craftsmanship*

## Application For Employment

Thank you for your interest in working for Hastings Construction, Inc. Our family-run business is committed to customer satisfaction and quality construction. Our customers applaud our workforce for its ability to deliver these customer-focused outcomes:

1. Teamwork to complete timely, cost-effective building projects that delight each customer
2. Collaborative problem-solving to address building challenges that arise during construction
3. Knowledge and use of current building trends and best practices to create customized building solutions for local home owners and businesses
4. Commitment to continuous improvement and attention to detail that ensures unusual quality construction, superior craftsmanship, and attentive customer service
5. Partnership with our customers and suppliers to incorporate distinguishing, unique “memorable touches” for each building project
6. Commitment to finding building solutions that provide affordable options for all homeowners

### Instructions for Applicants

1. Print a copy of the application and complete all sections of the application (even if you also submit a resume).
2. Fax the completed application to the attention of Trish Hastings at 831-250-7159 or mail it to:

Trish Hastings  
Hastings Construction, Inc  
P.O. Box 387  
Monterey, CA 93942

**If we have a job opening that matches your qualifications, we will contact you within five business days. We will keep your resumes on file for six months.**

### Personal Information

<b>Date of Application</b>		<b>First Name</b>		<b>Middle Initial</b>		<b>Last Name</b>	
<b>Street Address</b>			<b>City</b>			<b>State</b>	
<b>Zip Code</b>			<b>Social Security Number</b>			<b>Email Address</b>	
<b>Home Phone Number</b>				<b>Mobile Phone Number</b>			



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Are you at least 18 years old?	Yes No	If not, can you provide a work permit?	Yes No
Are you available to work weekends and overtime hours?	Yes No	Can you stand to work for long periods of time and lift 85 pounds?	Yes No

**Employment Interest**

Position(s) applied for:		Hourly Wage Requested (required field)	
Are you legally eligible for employment in the United States?	Yes No	Are you on lay-off and subject to recall?	Yes No
Type of work desired	Full-time Yes No	Part-time Yes No	Temporary Yes No

**Job-Specific Skills**

Do you have job-related certificates or licenses	Yes No	If yes, please list the certificates and/or licenses:
Carpentry skills	Yes No	State number of years experience with a description of your specific skills:
Masonry skills	Yes No	State number of years experience with a description of your specific skills:
Concrete skills	Yes No	State number of years experience with a description of your specific skills:
Operation of heavy equipment & machines	Yes No	State number of years experience with a description of your specific skills:
Painting skills	Yes No	State number of years experience with a description of your specific skills:
Can you read construction plans and blue prints?	Yes No	State number of years experience with a description of your specific skills:
Do you have tools you can use on the job?	Yes No	List the tools you own:

Note: New employees are not required to own their own tools.



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**Employment History**

Complete this section by recording information about your last four jobs. List your current or most recent employment first and include volunteer work (over 20 hours per week) as well.

Current Position (or last job held)			
From: mm/yyyy	To: mm/yyyy	Company Name & Address:	Telephone Number:
Job Title:	Job Duties:		Weekly Earnings:
Supervisor's Name & Job Title:		Reason for leaving:	
Were you ever disciplined, warned, or counseled about job performance, absenteeism, tardiness, or policy violations?	Yes No	If yes, explain:	

Position Two			
From: mm/yyyy	To: mm/yyyy	Company Name & Address:	Telephone Number:
Job Title:	Job Duties:		Weekly Earnings:
Supervisor's Name & Job Title:		Reason for leaving:	
Were you ever disciplined, warned, or counseled about job performance, absenteeism, tardiness, or policy violations?	Yes No	If yes, explain:	



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Position Three			
From: mm/yyyy	To: mm/yyyy	Company Name & Address:	Telephone Number:
Job Title:	Job Duties:		Weekly Earnings:
Supervisor's Name & Job Title:		Reason for leaving:	
Were you ever disciplined, warned, or counseled about job performance, absenteeism, tardiness, or policy violations?	Yes No	If yes, explain:	

Position Four			
From: mm/yyyy	To: mm/yyyy	Company Name & Address:	Telephone Number:
Job Title:	Job Duties:		Weekly Earnings:
Supervisor's Name & Job Title:		Reason for leaving:	
Were you ever disciplined, warned, or counseled about job performance, absenteeism, tardiness, or policy violations?	Yes No	If yes, explain:	



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**Education**

High School Name and Location	Number of years completed	Did you graduate? Yes No	Course of Study
College Name and Location	Number of years completed	Did you graduate? Yes No	Degree and Major
College Name and Location	Number of years completed	Did you graduate? Yes No	Degree and Major
Other: Training/Certification/Apprenticeship	Number of years completed	Did you graduate? Yes No	Specialty

**Driver's Licenses and Driving History**

Do you have a valid driver's license?	Yes No	Do you have a valid commercial driver's license (CDL)?	Yes No
Circle the license(s) you have: A B	Circle the endorsement(s) you have: Air Brakes Tank Hazmat		
Do you have your own car?	Yes No	Have you ever had a DUI offense?	Yes No
Have you had any driving offenses in the last 5 years?	Yes No	If yes, explain in detail.	

Note: You are not required to provide information in the above section if you are applying for a position that does not require vehicle driving or heavy equipment operation.



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**General Information**

<p>Have you ever been convicted of a felony which has not been sealed or expunged from your record?</p>	<p>If yes, give date, place, offense, and outcome (A conviction will not necessarily disqualify you from employment):</p>
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**Note:** A conviction record will not necessarily be a barrier to employment. Factors such as age and time of the offense, seriousness and the nature of the offense will be taken into account.

**References**

List people we may contact who are qualified to evaluate your skills or work performance (do not include relatives).

<b>Name</b>	<b>Phone Number</b>	<b>Years Known</b>	<b>Relationship</b>
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<b>Name</b>	<b>Phone Number</b>	<b>Years Known</b>	<b>Relationship</b>



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## Applicant Statement

I certify that the information given on this application is true and complete and authorize the Company to investigate the truth of this information and of any other information I may supply during a pre-employment interview.

I authorize and request every school, employer, person, and agency identified by me on this form or during any pre-employment interview to release any and all verifying information the Company may solicit from any of them and to secure additional information about me, if job related. I hereby release them, as well as the Company, from any liability for requesting this information and for any statement they make responding to this request.

I understand and agree that false or misleading information will disqualify me from employment or, if I have been hired, will result in my discharge.

I understand and agree that any offer of employment the Company may make to me (and if I am hired, my continued employment) will be contingent upon my submission of evidence verifying that I am authorized to work in the United States and upon my written consent to investigations of my criminal records, if any, and to investigations of information maintained by consumer reporting agencies, except as prohibited by law.

I understand and agree that, if I am hired:

1. I will be required to comply with the Company drug and alcohol policy, including consent to drug and alcohol testing under certain conditions.
2. The Company reserves the right to inspect all property (including cars, purses, lockers, desks, lunch boxes, packages and other containers) on the Company's premises and to cooperate with such inspections as a condition of continued employment.
3. I will (A) hold all confidential information, trade secrets and materials or records of a proprietary nature (such as the chop saw miter box, the bid template, the Company contract, all Company computer files, etc) of the company which are not generally known to the public (the "confidential information") that I may learn and use during my employment with the Company in strictest confidence and not use or disclose the confidential information both during and following my termination of employment, (B) take all actions as the Company may reasonably request to safeguard the Confidential information and protect it from disclosure, misuse, loss or theft, and (C) return to the Company upon termination of my employment, all materials relating to the Company (including the confidential information) in my possession or control.
4. I will not, without the prior written consent of the company, accept any discounts, premiums, gifts, services, favors or any other forms of consideration from any supplier or organization with whom or with which the Company has or may have any business dealings and if any such discounts, premiums, gifts, services, favors or other forms of consideration are accepted by me, I shall immediately report and turn over such to the Company.
5. Any and all statutory or common law disputes, claims or controversies, including interpretation of the terms and conditions of this paragraph (the "Grievance") (excluding those under worker's compensation, unemployment compensation or employee benefit plans covered by the Employee Retirement Income Security Act of 1967 "ERISA" by myself against the Company made or which arise both during and following my voluntary or involuntary termination of employment shall be subject to final and binding arbitration in accordance with the Federal Arbitration Act, or the American Arbitration Association and shall be governed by and construed in accordance with the laws of the State of California. Judgment may be entered on the arbitration award in any court having jurisdiction over the party against whom the award is rendered and shall be a complete defense to any suit, action or proceeding instituted in any federal, state or local court.



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6. ARBITRATION SHALL BE MY SOLE AND EXCLUSIVE REMEDY TO REDRESS ANY GRIEVANCE AND MY RIGHT TO ASSERT A GRIEVANCE AGAINST THE COMPANY WILL BE LOST IF AN ARBITRATION DEMAND IS NOT MADE WITH THE COMPANY'S LEGAL DEPARTMENT WITHIN 180 DAYS OF THE DATE THAT THE GRIEVANCE OCCURRED.
7. The Company may, at any time, make unilateral changes in any of its policies, practices, rules, procedures, compensation and benefits provided employees.
8. My employment will not be for any specified term or duration or pursuant to any contract of employment and is subject to termination at any time, without advance notice, for any reason not prohibited by law.
9. No representative of the Company is authorized to change any of the terms and conditions mentioned in this application.
10. Hastings Construction Inc. (HCI) is an Employment At Will company. As such you have the right to end your employment with us at any time and for any reason. HCI also has the right to end your employment with us at any time and for any reason.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Prospective applicants will receive consideration without discrimination because of race, color, religion, sex, national origin, age, marital or veteran status, non-job-related medical conditions or handicaps, or any other legally protected status. We are an Equal Opportunity Employer.

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Hastings Construction, Inc  
316 Mid Valley Center Space 161  
Carmel, CA 93923

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