



M&C Excavating Co, Inc.
 6222 W 800 N, Fountaintown, IN
 46130 Phone: (317) 835-4246
 Fax: (317) 835-4492
 HR@mandcexcavating.com

Employment Application

Position Desired Driver	Equipment Operator	Laborer	Mechanic	Other
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Personal Information

Last Name	First Name	Middle	Social Security #	Date of Birth
Address			Home Phone Number	
City	State	Zip	Cellular Phone Number	
Have you ever applied for employment with us before? If yes: Month & Year		Yes	No	Email
Are you available for full-time work? If no, please explain:		Yes	No	Pay Expected
Are you legally eligible for employment in the United States?		Yes	No	When will you be available to begin work?
Emergency Contact Information				
Name		Phone Number	Relationship	

Please indicate the type of work for which you are applying: <input type="checkbox"/> Full-time year round <input type="checkbox"/> Full-time seasonal <input type="checkbox"/> Part-time summer only * <input type="checkbox"/> Part-time seasonal	* If applying for summer only, please specify beginning and ending dates you would be available for work: Beginning Date Available Ending Date Available
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Education

Type of School	Name & Location of School	Course of Study	# Years Completed	Did you Graduate?	Honors Received
High School				Yes No	
Trade, Business, or Technical				Yes No	
College or University				Yes No	
Other (explain)				Yes No	

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

M&C Excavating Co Inc.

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Previous Work Experience (Please begin with most recent employer, giving accurate full-time and part-time employment record).

1	Company Name	Telephone Number
	Address	Employed From From To
	Supervisor Name	Rate of Pay: hourly, weekly, other Start End
	Position	Reason for leaving or seeking to leave:
	Description of Primary Responsibilities	

2	Company Name	Telephone Number
	Address	Employed From From To
	Supervisor Name	Rate of Pay: hourly, weekly, other Start End
	Position	Reason for leaving or seeking to leave:
	Description of Primary Responsibilities	

3	Company Name	Telephone Number
	Address	Employed From From To
	Supervisor Name	Rate of Pay: hourly, weekly, other Start End
	Position	Reason for leaving or seeking to leave:
	Description of Primary Responsibilities	

4	Company Name	Telephone Number
	Address	Employed From From To
	Supervisor Name	Rate of Pay: hourly, weekly, other Start End
	Position	Reason for leaving or seeking to leave:
	Description of Primary Responsibilities	

Please indicate any employers who may not be contacted and reason:	
Signature:	X _____

Employment References

Name	Address	Phone Number
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____

You must be 18 years of age or older to work in the heavy equipment industry.

Are you of age to work in this industry?..... Yes No

If applying for a field position:

Most projects are typically located within 30 miles of the main office, are you willing/able to travel a distance when the job requires?.....Yes No

Are you willing/able to work Saturdays when the job requires?..... Yes No

Are you willing to work overtime if needed?..... Yes No

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied?..... Yes No

Drivers Information

Drivers License Number _____

List any endorsements on your license: _____

When does your license expire? _____

Is your license valid and current? Yes No

Is your license a CDL? Yes No

If so, what class CDL do you hold? A B C D

Please complete as it appears on your Drivers License:

Name: _____
 First Middle Last

Address: _____
 Street City State Zip

I authorize M&C Excavating Co, Inc. to access my driving record: **X** _____ Date _____
 Signature

Equipment you are able to operate and Years of Experience:

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Please state briefly why you want to work for M&C Excavating Co, Inc.:

Criminal History

Have you ever been convicted of a felony Yes No

If so, please list any dates and convictions:

Date	Conviction

M&C Excavating Co, Inc. is an equal opportunity employer, and selects the best matched individual for the job based on upon job related qualifications, regardless of race, color, creed, gender, national origin, age, disability, sexual orientation, or other protected groups under state, federal, or local Equal Opportunity laws.

I understand and agree that:

1. Business needs may at any time make the following conditions mandatory; overtime, travel.
2. Employment with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.
3. My signature authorizes M&C Excavating Co, Inc. to make such investigation and inquiries into my personal and employment history including other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my employment.
4. In the event of employment, I understand that false or misleading information given in my application(s) or interview(s) may result in my termination. I understand also, that I am required to abide by all rules and regulations of M&C Excavating Co, Inc., as permitted by law.
5. M&C Excavating Co, Inc. maintains policy that applicants for employment may be required to submit to a urinalysis screening test after the decision is made to hire and a conditional offer of employment has been made. If you refuse to take the test or the test confirms a positive result, your conditional offer of employment will be rescinded or you will be terminated.

I have read and understand the above; I also certify that answers given herein are true and complete to the best of my knowledge.

Applicant's Signature: **X** _____ Date _____

Please submit all completed applications via email to HR@MANDCEXCAVATING.COM

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