

## **EMPLOYMENT APPLICATION**

ISBIR CONSTRUCTION & LANDSCAPE CORP. (ICLC)

696 McKeesport Road

Elizabeth, PA 15037-1704

(412) 751-4359 Office

(412) 751-8033 Fax

[www.isbirconstruction.com/application.html](http://www.isbirconstruction.com/application.html)

Date of Application: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Please print this application and fill it out by hand. You must completely fill out this application. Applications with responses such as "See Resume" or applications with answerable questions left blank will be considered invalid.

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.

Name (First, Middle, Last): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_

Social Security #: \_\_\_\_\_

To assist us in processing your application, please list any other names (first or last) by which your former employers or schools may have known you.

\_\_\_\_\_

How did you hear about this position? (If a newspaper, indicated which one.)

\_\_\_\_\_

Date available to start work? \_\_\_\_\_

Hourly wage required? (Please provide us with a specific wage range.)

\_\_\_\_\_

Are you willing to take a drug test? Yes No

How many jobs have you had in the last 5 years? \_\_\_\_\_

Have you ever been fired from another job? Yes No

If Yes, For what reason? Please provide explanation.

---

Are you over 18 years of age? Yes No

If no, can you furnish a work permit? Yes No

Are you legally entitled to work in the United States? Yes No

Are you on lay-off and subject to recall? Yes No

Have you ever applied for work here before? Yes No

Why do you want this job?

---

---

---

How long do you plan to stay at ICLC if hired?

---

---

---

What are you looking for in a company?

---

---

---

What are your strengths?

---

What are your weaknesses?

---

Name some teams (sports, work, civic), which you have been a member of and what your duties and responsibilities were?

---

---

Give an example of when you worked independently?

---

---

---

Rate yourself on the following attributes:

1 being Poor and 5 being Excellent

Punctuality	1	2	3	4	5
Honesty	1	2	3	4	5
Ability to get along with others	1	2	3	4	5
Leadership Skills	1	2	3	4	5
Ability to work as a team member	1	2	3	4	5
Problem Solving Skills	1	2	3	4	5
Communication Skills	1	2	3	4	5
Decision Making	1	2	3	4	5
People Skills	1	2	3	4	5
Dealing with Customers in Professional Manner	1	2	3	4	5
Sense of Humor	1	2	3	4	5
Reliability	1	2	3	4	5

Do you have a valid driver's license? Yes No

Can you drive a vehicle with a manual transmission (stick-shift)? Yes No

Do you have a valid Commercial Drivers License (CDL)? Yes No

IF Yes: A, B, Air Brakes, Tank, HazMat

Have you ever had any DUI offenses? Yes No

Describe any driving offenses you have had in the last 15 years.

---

---

---

Can you use your personal vehicle to perform errands for ICLC if compensated at 40.5 cents per mile (2005) and paid your hourly wage? Yes No

Can you read construction plans/blue prints? Yes No

Do you have any supervisory experience? Yes No. If Yes, Describe:

---

---

---

### Field Positions Only

Are you available to work weekends and overtime? Yes No

Can you stand and work for long periods of time and lift 85 pounds? Yes No

Number of months experience in retaining walls and paving stones? \_\_\_\_\_

Give detail of skill level:

---

---

Number of months experience in carpentry? \_\_\_\_\_ Give detail of skill level:

---

---

Number of months experience in concrete construction? \_\_\_\_\_ Give detail of skill level:

---

---

Number of months experience in landscape *installation*? \_\_\_\_\_  
(NOT including cutting grass or trimming/pruning) Give detail of skill level:

---

---

Describe your level of skill fixing and maintaining equipment and small engines.

---

---

### **Office Positions Only**

Please provide a description of your skill level in the following items:

Microsoft Excel

---

---

Microsoft Word

---

---

Payroll

---

---

Accounting software such as Quickbooks and Peachtree

---

---

Making webpages

---

---

Phone skills

---

---

## All Applicants

Have you ever been convicted of a felony which has not been sealed or expunged from your record? (Applicants with sealed records on file with the Commissioner of Probation may answer "No Record" in all cases of delinquency or as a child in need of services which did not result in a complaint being transferred to the Superior Court for criminal prosecution.) Yes No  
If yes, give details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(A conviction record will not necessarily be a bar to employment. Factors such as age and time of the offense, seriousness and nature of the offense and rehabilitation will be taken into account.)

## Employment History

List below present and past employment (Full time, part time, and self employment) beginning with your most recent position.

Company Name: _____
Address: _____
City, State, Zip Code: _____
Telephone: (____) _____
Supervisor Name: _____
Your Position: _____
Your Job Duties: _____
Dates Employed: From / / To / /
Wage or Salary: _____
Reason for leaving: Resigned, Laid Off, Discharged, Other
Explain the reason/circumstances for changing or wanting to change jobs: _____
Were you ever disciplined, warned, or counseled about job performance, absenteeism, tardiness, or policy violations. Yes No. If Yes, explain. _____
If still employed, may we contact your employer? Yes No

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone: (\_\_\_\_\_) \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_  
Your Position: \_\_\_\_\_  
Your Job Duties: \_\_\_\_\_  
Dates Employed: From / / To / /  
Wage or Salary: \_\_\_\_\_  
Reason for leaving: Resigned, Laid Off, Discharged, Other  
Explain the reason/circumstances for changing or wanting to change jobs:  
\_\_\_\_\_  
Were you ever disciplined, warned, or counseled about job performance,  
absenteeism, tardiness, or policy violations. Yes No. If Yes, explain.  
\_\_\_\_\_  
If still employed, may we contact your employer? Yes No

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone: (\_\_\_\_\_) \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_  
Your Position: \_\_\_\_\_  
Your Job Duties: \_\_\_\_\_  
Dates Employed: From / / To / /  
Wage or Salary: \_\_\_\_\_  
Reason for leaving: Resigned, Laid Off, Discharged, Other  
Explain the reason/circumstances for changing or wanting to change jobs:  
\_\_\_\_\_  
Were you ever disciplined, warned, or counseled about job performance,  
absenteeism, tardiness, or policy violations. Yes No. If Yes, explain.  
\_\_\_\_\_  
If still employed, may we contact your employer? Yes No

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_  
 Telephone: (\_\_\_\_) \_\_\_\_\_  
 Supervisor Name: \_\_\_\_\_  
 Your Position: \_\_\_\_\_  
 Your Job Duties: \_\_\_\_\_  
 Dates Employed: From / / To / /  
 Wage or Salary: \_\_\_\_\_  
 Reason for leaving: Resigned, Laid Off, Discharged, Other  
 Explain the reason/circumstances for changing or wanting to change jobs:  
 \_\_\_\_\_  
 Were you ever disciplined, warned, or counseled about job performance,  
 absenteeism, tardiness, or policy violations. Yes No. If Yes, explain.  
 \_\_\_\_\_  
 If still employed, may we contact your employer? Yes No

**Unemployment Background**

Account for all periods of unemployment of four (4) weeks or duration or more since you left high school until the present time.

From Month	Year	To Month	Year	State what you were doing during periods of unemployment

**Educational Background**

	Name & Address of School	Course Major	Last Year Completed	Graduate
High School			9 10 11 12	Yes No
College			1 2 3 4	Yes No
Graduate School			1 2 3 4	Yes No
Other/Military				

List any other schooling or training, including training received in the armed forces that may be related to the type of position you are seeking:

---

List any honors or professional, trade, business, or civic activities held:

---

If you are a veteran of the U.S. Military, what was your highest rank and what branch of the military did you serve?

---

Do you speak a foreign language? Yes No

If Yes, Supply ability level: \_\_\_\_\_

### References

#### Business or Education Reference (1)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

How long known? \_\_\_\_\_

Your association with the person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

#### Business or Education Reference (2)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

How long known? \_\_\_\_\_

Your association with the person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

#### Personal Reference (1)

Name: \_\_\_\_\_

How long known? \_\_\_\_\_

Your association with the person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_



**CERTIFICATION, AUTHORIZATION, AND AGREEMENT  
PLEASE READ CAREFULLY**

I certify that the information given on this application and in my resume 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 in my resume 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 may not hold other employment without informing the Company management, nor engage in sales, investments or other activities that create a conflict of interest with my position with the Company including "working on the side".
4. 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.
5. 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.
6. 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, where applicable, the Pennsylvania Arbitration Act or the American Arbitration Association and shall be governed by and construed in accordance with the laws of the

Commonwealth of Pennsylvania. 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. 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. Isbir Construction and Landscape Corp (ICLC) 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. ICLC also has the right to end your employment with us at any time and for any reason.

---

Applicant's Signature

---

Date

Why should ICLC hire you and not another applicant, what makes you different?

---

---

---

Please mail this application, your cover letter, and resume to:

Isbir Construction & Landscape Corp.  
Attn: Mike Isbir, President  
696 McKeesport Road  
Elizabeth, PA 15037-1704

DO NOT fax or email this application.

Please call with any questions.  
(412) 751-4359