Schmidtlein EXCAVATING, INC.
204 N.E. RICE RD., TOPEKA, KS 66616-1642

INITIAL EMPLOYMENT APPLICATION

THIS APPLICATION PACKET MUST BE COMPLETED IN ITS ENTIRETY IN ORDER TO BE QUALIFIED FOR EMPLOYMENT CONSIDERATION.
To accelerate the processing of this application and related documents, please provide accurate and detailed information. Providing incomplete or inaccurate information may delay the screening process or disqualify applicants from consideration for employment.

RESUMES MAY BE ATTACHED BUT WILL NOT BE ACCEPTED IN LIEU OF A COMPLETED EMPLOYMENT APPLICATION PACKET.
PLEASE DO NOT LEAVE ANY SECTION COMPLETELY BLANK. If a specific question or section of a form does not apply to your employment application, simply write "*N/A*" or "*Not Applicable*" to indicate to the reviewer you have no pertinent experience or information to provide.

Schmidtlein Excavating, Inc. is an equal opportunity employer and does not, at any time, permit discrimination on the bases of race, color, religion, sex (including pregnancy status, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit-based factors. This policy extends to all management practices and decisions, including recruitment and hiring procedures, appraisal and provisioning systems, promotions, and training programs.

PERSONAL DATA

LAST NAME:	FIRST NAME:	MIDDLE INITIAL:
SOCIAL SECURITY NO.:	Are you at least 21 years of age? ☐ Yes ☐ No	Are you legally eligible for employment in the U.S.? ☐ Yes ☐ No

PHONE NUMBER:	EMAIL ADDRESS:

CURRENT STREET ADDRESS:	CITY:	STATE:	ZIP CODE:

Do you have a valid driver's license? ☐ Yes ☐ No DL Classification: ☐ Regular/Class C ☐ CDL/Class A ☐ CDL/Class B	State:	License Number:	Expiration Date:

APPLICATION / EMPLOYMENT STATUS

Date of application:	Prior positions and dates of employment with Schmidtlein Excavating, Inc.:

How did you become aware of this job opening (e.g. advertisement, referral, etc.)?	Job position or type of work desired:	
Type of employment desired: Full-Time ☐ Part-Time ☐ Seasonal ☐ Are you available to work overtime, if necessary? ☐ Yes ☐ No	Desired wage/salary:	Date available for work:

EDUCATION HISTORY

Type of School	Name and Location of School	Did You Graduate?		Years Completed	Course of Study
HIGH SCHOOL		YES	NO		
COLLEGE, TECHNICAL or OTHER		YES	NO		

MILITARY	Branch:	Start Date:	Training & Special Skills:
		End Date:	

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EMPLOYMENT HISTORY

PLEASE LIST ALL EMPLOYMENT DURING THE PAST 3 YEARS (regardless of job duties and duration of employment).
CMV DRIVERS ARE REQUIRED TO PROVIDE AN ADDITIONAL 7-YEAR HISTORY OF EMPLOYMENT IF JOB DUTIES REQUIRED OPERATION OF A COMMERCIAL MOTOR VEHICLE AT ANY TIME.

PLEASE LIST PRIOR EMPLOYERS IN SEQUENCE BEGINNING WITH THE CURRENT OR MOST RECENT COMPANY.
If a specific question does not apply to your employment application, simply write "N/A" to indicate to the reviewer the item is not applicable.

CURRENT OR MOST RECENT EMPLOYER:

Start Date: / End Date:	Employer:		Phone:	
Immediate Supervisor:	Address:	City:	State:	Zip:
Starting Job Title:	Ending Job Title:	Starting Pay Rate:	Final Pay Rate:	
Summarize the nature of work performed and your job responsibilities:		Reason for leaving:		

Was your job designated as a safety-sensitive function in any DOT-regulated mode (subject to the drug and alcohol testing requirements of *49 CFR Part 40*)? ☐ Yes ☐ No ☐ Not sure

Were you subject to the Federal Motor Carrier Safety Regulations (FMCSRs) while employed? ☐ Yes ☐ No ☐ Not sure

May we contact this employer for verification purposes? ☐ Yes ☐ No ☐ Yes, but not at this time – Please explain:

Start Date: / End Date:	Employer:		Phone:	
Immediate Supervisor:	Address:	City:	State:	Zip:
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PERIODS OF UNEMPLOYMENT

Please provide dates and details of any periods of unemployment during the past 5 years (include gaps in employment greater than 30 days):

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PREVIOUS DRUG AND ALCOHOL TESTING

Have you ever tested positive or refused to submit to a pre-employment drug/alcohol test? ☐ Yes ☐ No

ACCIDENT RECORD

A 3-year accident history is required – attach additional pages, if needed – or write "N/A" if not applicable.

DATES	NATURE/DESCRIPTION OF ACCIDENT (e.g. head-on, rear-end, roll-over, etc.)	FATALITIES	INJURIES	HAZARDOUS SPILL
				☐ No ☐ Yes
				☐ No ☐ Yes
				☐ No ☐ Yes

TRAFFIC CONVICTIONS

A 3-year history of traffic convictions and forfeitures is required. Do not include parking violations. Write "N/A" if not applicable.

LOCATION	DATE	CHARGE	PENALTY

CRIMINAL RECORD

Note: A criminal record or conviction may not disqualify you from consideration for employment.
However, applicants will not be considered if inaccurate or untruthful information is provided in this section.

Are there any pending felony or misdemeanor charges against you?
☐ No ☐ Yes – If *Yes*, please provide additional details here:

Have you ever been convicted of a crime?
☐ No
☐ Yes – If *Yes*, please complete the remainder of this section.

Approx. Date	Location (List Court/Jurisdiction, if known):	Description of Charge(s):	Probation/Parole Officer (include name and phone number):

CAPABILITIES AND JOB DUTIES

The following functions may be essential requirements of this position. Please rate your ability to perform the following functions and tasks using a scale of 1 to 10… (1 = CANNOT PERFORM and 10 = CAN EASILY PERFORM):

Mount and dismount the cab of a commercial motor vehicle ("CMV") several times per day.		Work and drive safely in adverse weather conditions (e.g. fog, rain/thunderstorms, snow, gusty/high winds, etc.).	
Lift an object or multiple objects with a total weight of up to 50 lbs. 16 to 20 times per day.		Sit continuously for extended periods of time.	
Climb a ladder approximately 10 feet in height 16 to 20 times per day.		Maneuver a CMV/truck over various types of terrain while negotiating natural and man-made obstacles.	
Bend over at the waist several times throughout the workday.		Understand/interpret driving directions and read maps.	
Fully extend your arms overhead several times per day while making repetitive motions/movements with arms and hands.		Maintain cleanliness of CMV/truck at all times, and interact with contractors and/or the public in a professional manner.	
Squat or kneel while carrying object(s) with a combined weight of up to 50 lbs. multiple times per day.		Perform task(s) not generally associated with driving a commercial motor vehicle.	

SKILLS AND EQUIPMENT EXPERIENCE

CLASS OF EQUIPMENT (check all that apply)	TYPE OF EQUIPMENT (circle all that apply)	START DATE	END DATE	APPROX. MILES DRIVEN
☐ Straight/Box Truck	VAN TANK FLAT DUMP OTHER			
☐ Semi-trailer Truck (single)	VAN TANK FLAT DUMP OTHER			
☐ Semi-trailer Truck (double)	VAN TANK FLAT DUMP OTHER			
☐ Semi-trailer Truck (triple)	VAN TANK FLAT DUMP OTHER			
☐ Coach/Bus	VAN TANK FLAT DUMP OTHER			
☐ Other:				

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