

EDUCATION

LAST SCHOOL ATTENDED	WHERE	LAST GRADE OR DEGREE COMPLETED?

OTHER TRAINING SUCH AS SEMINARS AND/OR SPECIAL TRAINING PROGRAMS.

WORK EXPERINCE AND OTHER RELATED INFORMATION

DO YOU HAVE A VALID DRIVER'S LICENSE? YES OR NO. IF NO PLEASE EXPLAIN. IF ADDITIONAL SPACE NEEDED PLEASE ATTACH SEPARATE SHEET.

WHAT STATE (S) ARE YOU LICENSED TO DRIVE IN? | WHAT IS YOUR DRIVER'S LICENSE NUMBER? | WHAT TYPE? | EXPIRATION DATE?

HAVE YOU EVER BEEN DENIED A PERMIT OR PRIVILEGE LICENSE TO OPERATE A MOTOR VEHICLE? YES OR NO IF YES PLEASE EXPLAIN. IF ADDITIONAL SPACE IS NEEDED PLEASE ATTACH SEPARATE SHEET.

HAS YOU PERMIT OR PRIVILEGE LICENSE EVER BEEN SUSPENDED OR REVOKED? YES OR NO IF YES PLEASE EXPLAIN. IF ADDITIONAL SPACE IS NEEDED PLEASE ATTACH SEPARATE SHEET.

WHAT KIND OF DRIVING EXPERIENCE HAVE YOU HAD? WHAT TYPE OF VEHICLE? | HOW MANY YEARS?
(CAR, PASSENGER TRUCK, BUS, DUMP TRUCK, TRACTOR TRAILER, ETC.) |

1.

| HOW MANY YEARS?

2.

| HOW MANY YEARS?

3.

HAVE YOU EVER BEEN CONVICTED OF DRIVING UNDER THE INFLUENCE OF ALCOHOL OR DRUGS? YES OR NO IF YES PLEASE EXPLAIN IF ADDITIONAL SPACE IS NEEDED PLEASE ATTACH SEPARATE SHEET.

LAST EMPLOYER'S NAME	ADDRESS, CITY, STATE & ZIP	PHONE NUMBER

START DATE	END DATE	SALARY	POSITION	REASON FOR LEAVING

LIST JOB DUTIES

LIST JOB DUTIES

2ND EMPLOYER'S NAME	ADDRESS, CITY, STATE & ZIP	PHONE NUMBER

START DATE	END DATE	SALARY	POSITION	REASON FOR LEAVING

LIST JOB DUTIES

LIST JOB DUTIES

3RD EMPLOYER'S NAME	ADDRESS, CITY, STATE & ZIP	PHONE NUMBER

START DATE	END DATE	SALARY	POSITION	REASON FOR LEAVING

LIST JOB DUTIES

LIST JOB DUTIES

MISCELLANEOUS INFORMATION

HAVE YOU EVER WORKED FOR THIS COMPANY BEFORE?	IF YES, PLEASE EXPLAIN WHEN, WHAT POSITION WAS AND WHY YOU LEFT?	
DO YOU HAVE ANY RELATIVES EMPLOYED WITH THIS COMPANY?	IF YES, PLEASE EXPLAIN WHO?	
ARE YOU EMPLOYED NOW? IF SO, WHERE?	WHEN WILL YOU BE AVAILABLE FOR WORK?	
DO YOU HAVE FULL KNOWLEDGE OF FEDERAL SAFETY REQUIREMENTS?	YES OR NO	WHAT MILITARY BRANCH?
ARE YOU PREVENTED FROM LAWFUL EMPLOYMENT IN THE COUNTRY BECAUSE OF IMMIGRATION STATUS?	YES OR NO	RANK AT DISCHARGE?
HAVE YOU EVER SERVED IN THE ARMED FORCES?	YES OR NO	HOW LONG DID YOU SERVE?

ACKNOWLEDGMENT OF UNDERSTANDING AND CONSENT OF DRUG/ALCOHOL POLICY (IES)

As an applicant, I _____, consent and agree to give specimens of my urine to any medical facility, laboratory, or medical person designated by BMCO Construction, Inc. for the purpose of testing to detect any level of alcohol and/or drugs in my body.

If approved for employment or as an employee, I consent and agree to give specimens of my urine, blood, saliva, and/or hair for the purpose of testing for the presence of alcohol and/or drugs in my body if:

1. I am directly or indirectly involved in any job site accident which results in medical treatment for any person.
2. A BMCO Construction, Inc. supervisor has a reasonable suspicion of my use or possession of drugs or alcohol.
3. I am asked randomly to submit to drug and alcohol testing.
4. I have returned to work from alcohol or drug abuse rehabilitation.
5. Pre-employment (drug urine and breath alcohol)
6. Random unannounced.
7. Any return to employment after a 30-day separation.

THE TESTING FACILITY IS AUTHORIZED TO RELEASE THE RESULTS OF ANY SUCH TESTS TO BMCO CONSTRUCTION, INC.

BMCO Construction, Inc. requires that you report any on the job injury to yourself or any accident involving any property damage or injury to others at time of the injury/accident/incident. A blood/alcohol test maybe required at the time of any accident/injury/incident.

My signature below affirms that I have been informed of BMCO Construction, Inc.'s drug policy as set forth above, and their requirement of reporting accidents. I agree as a condition of employment to:

- A. Abide by the statement of policy.
- B. Notify BMCO Construction, Inc. of any on the job injury/accident/incident involving property damage and/or injury to myself and/or others at the time of such injury/accident/incident.
- C. Notify BMCO Construction, Inc of any criminal, and/or drug stature conviction for a violation no later than five (5) days after such conviction.

I understand that failure to comply with these policies will result in termination.

This application for is intended for use in evaluation of your qualifications for employment. It is not an employment contract. However, if hired, guides contained herein will be adopted as terms and conditions of employment. Please answer all appropriate questions completely and accurately. False or misleading statements during the interview and/or on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. All qualified applicants will receive consideration without discrimination because of sex, marital status, race, age, creed, national origin or the presence of disabilities. Affirmative Action hiring requested by qualified applicants. Additional testing of job-related skills and for the presence of drugs/alcohol in your body maybe required prior to employment.

By signing this application for employment I am also stating that I understand that if I am hired that I will be hired on a 120 day probationary period, during which time my employment maybe terminated without warning or recourse.

The job descriptions found on the backside of this application is meant to be brief in their descriptions. They are meant to be inclusive but not limited to the responsibilities as outlined. They are also subject to change at any time without notice.

I HAVE READ or HAVE BEEN READ TO, AND UNDERSTAND ALL OF THE INFORMATION CONTAINED HERIN.

NAME _____

DATE _____

<BACKHOE OPERATOR>

1. Must comply with all state and federal regulations governing this line of work.
2. Inspect equipment for defective parts and notify supervisor of defects for malfunctions – make adjustments and minor repairs.
3. Keep accurate records as required concerning maintenance, repairs and operating log.
4. Start engine and move machine into working or storage position, steering machine by using and pulling levers and/or toggle switches and press pedals that control forward and backward movement of machine.
5. Push and pull levers and/or toggle switches and press pedals (often in response to had signals) to rotate machine on chassis, raise and lower boom, and extend/retract/curt bucket.
6. Activate travel and bucket controls to backfill, spread fill and/or stabilization stone, load trucks, move equipment (including rigging and attaching equipment to bucket hook), load dump buckets, transport dump buckets.
7. Conduct regular inspections of moving parts, welds, and structural integrity of loader. Inform supervisor of all defects and malfunctions. Perform routine service and maintenance on loader such as lubrication, fueling and cleaning, and maintain accurate records of service and maintenance. Make minor adjustments and repairs to loader. Assist mechanic with major repairs.
8. Push and pull levers and/or toggle switches and press pedals (often in response to hand signals).
9. Have a functional understanding of grade states, their markings and locations.
10. Assist mechanic in repairing equipment.
11. When not operating, servicing or repairing equipment, work with hands to assist in other operations as designated by supervisor.
12. Perform other duties in other crafts as assigned by Supervisor.
13. Helps to load and unload cargo (requires heavy lifting – 50 pound lifts not unusual.)
14. All work performed on potentially unstable soils
15. Requires climbing up into and climbing down out of backhoe.

<LABORER>

1. Carrying and or lifting construction materials and or holding construction materials in place during welding, nailing, fastening. Work while standing on ladder, scaffolding, temporary platform or other means necessary to perform task. Position will require the employee to move in all directions and should not have any physical limitations in this regard.
2. Be able to use the following tools and or equipment, this list is not complete but all of these items are included in the tools that will be necessary for this position. Small, Medium & Large Power Tools, Shovel, Sledge Hammer, Asphalt Saw, Concrete Saw, Chain Saw, Water Pump, Air Compressor, Grease Gun, Pressure Washer, Small Hand Tools (NOT requiring prior use experience)
3. Be able to use the following air or electric tools, this list is not complete but all of these items are included in the tools that will be necessary for this position. Chipper, Grinder, Sander, Paving Breaker, Jackhammer.
4. Empty trash, sweep, mop, spray paint, grease equipment, change tires, apply tape, paint, use hoses for water, paint and other compounds.
5. Helps to load and unload cargo (requires heavy lifting – 50 pound lifts not unusual.)
6. Perform other duties in other crafts as assigned by Supervisor.
7. All work performed on potentially unstable soils
8. Climbing up into and climbing down out of equipment.

<MOTORGRADER OPERATOR>

1. Must comply with all state and federal regulations governing this line of work.
2. Inspect equipment for defective parts and notify supervisor of defects or malfunctions – make adjustment and minor repairs.
3. Keep accurate records as required concerning maintenance, repairs, and operating log.
4. Start engine and move machine into working or storage position, steering motorgrader by using and pulling levers and/or toggle switches and press pedals that control forward and backward motion of machine.
5. Push and pull levers and/or toggle switches and press pedals (often in response to hand signals).
6. Have a functional understanding of grade stakes, their markings and locations.
7. Assist mechanic in repairing equipment. Service engine and lubricate moving part.
8. When not operating, servicing or repairing equipment, work with hands to assist in other operations as designated by supervisor.
9. Perform other duties in other crafts as assigned by Supervisor.
10. Helps to load and unload cargo (requires heavy lifting 50 pound lifts not unusual.)
11. All work performed on potentially unstable soils
12. Requires climbing up into and climbing down out of motor grader.

<DOZER OPERATOR>

1. Must comply with all state and federal regulations governing this line of work.
2. Inspect equipment for defective parts and notify supervisor of defects or malfunctions – make adjustments and minor repairs.
3. Keep accurate records as required concerning maintenance, repairs, and operating log.
4. Start engine and move machine into working or storage position, steering dozer by using and pulling levers and/or toggle switches ad press pedals that control forward and backward motion of machine.
5. Push and pull levers and/or toggle switches and press pedals (often in response to hand signals).
6. Have a functional understanding of grades, their making and locations.
7. Assist mechanic in repairing equipment. Service engine and lubricate moving part.
8. When not operating, servicing or repairing equipment, work with hands to assist in other operations as designated by Supervisor.
9. Helps to load and unload cargo (50 pound of lifting – 50 pound lifts not unusual.)
10. All work performed on potentially unstable soils
11. Requires climbing up into and climbing down out of dozer.

<MECHANIC>

1. Must comply with all state and federal regulations governing this line of work.
2. Climb into, onto, under, and on top of vehicles and equipment for maintenance and repair inspection.
3. To be able to diagnose problem source of any, with vehicles and equipment.
4. Remove, replace and repair as necessary any part or component of any vehicle and/or equipment inventory.
5. To be able to perform the necessary preventative maintenance such as, but not limited to, tune-ups, oil changes, adjustments of brakes, adjust the equipment and vehicle engines, valves, pumps, carburetors and other mechanical parts and their settings, and other routine servicing.
6. Maintain accurate records of all servicing and/or repairs to all vehicles and equipment in inventory.
7. Obtain purchase orders to order the necessary parts and/or supplies for repair and/or servicing of the vehicles and/or equipment in inventory.
8. Helps to load and unload cargo (requires heavy lifting – 50pound lifts are not unusual.)
9. Follows directions and performs tasks as directed by the superintendent and/or the home office.
10. All work performed on potentially unstable soils
11. Requires climbing up into and climbing down out of all equipment.

<MECHANIC'S HELPER>

1. Must comply with all state and federal regulations governing this line of work.
2. Climb into, onto, under, on top of vehicles and equipment for maintenance and repair inspection.
3. Remove, replace and repair as necessary any part or component of any vehicle and/or equipment inventory as directed by the mechanic, superintendent and/or home office.
4. To be able to perform the necessary preventative maintenance such as, but not limited to, tune-ups, oil changes, adjustments of brakes, adjust the equipment and vehicle engines, valves, pumps, carburetors and other mechanical parts and their settings, and other routine servicing as directed by the mechanic, superintendent and/or home office.
5. Maintain accurate records of all servicing and/or repairs to all vehicles and equipment in inventory as directed by the mechanic, superintendent and/or home office.
6. Obtain purchase orders to order the necessary parts and/or supplies for repair and/or equipment in inventory as directed by the mechanic, superintendent and/or home office.
7. Helps to load and unload cargo (requires heavy lifting – 50 pounds lifts are not unusual.)
8. Follows directions and performs tasks as directed by the mechanic, superintendent and/or the home office.
9. All work performed on potentially unstable soils.
10. Requires climbing up into and climbing down out of all equipment.

<TRUCK DRIVER>

1. Must comply with all state and federal regulations governing this line of work. Must have a Class A CDL driver's license and current medical card.
2. Drivers truck to destination and returns. Position blocks, ropes, straps, cables, chains or other necessary measures to secure cargo during transit.
3. Helps to load and unload cargo (requires heavy lifting – 50 pound lifts are not unusual.)
4. Climb onto, into, and off of truck body during loading, unloading and tie down procedures.
5. Maintain truck log, according to state and federal regulations.
6. Perform emergency roadside repairs such as changing tires, batteries, installing light bulbs, tire chains, spark plugs, and or other measures that may be necessary to protect yourself, company property and return to transporting operations.
7. Inspect truck equipment and supplies such as tires, lights, brakes, fuel, oil and water. Service and lubricate engine and other moving parts.
8. Help mechanic during major repairs to truck.
9. Maintain accurate records on truck lubrication, service and repairs.
10. Help workers in other crafts when not driving, inspecting, servicing, and/or repairing truck(s).
11. Perform other duties in other crafts as assigned by Supervisor.
12. All work performed on potentially unstable soils.
13. Requires climbing up into and climbing down out of truck.

<CLERICAL>

1. Must comply with all states and federal regulations governing this line of work and efficiently operate all office and communication equipment.
2. Keep orderly records and maintain updated files on all correspondence, notes, records, phone logs, expenses or any other information as the superintendent or home office may seem necessary. This information should be able to be retrieved at any time.
3. To stamp and deliver all outgoing mail. To pickup, open, stamp, sort and distribute all mail, processing all paperwork that does not need supervisor's approval.
4. Answer telephone in a professional manner. Keep an accurate phone log, delivering messages in a timely manner to the appropriate person via the most effective communication tool available of the location of the person(s) the message is intended for.
5. Prepare all management reports such as payroll information, estimates, cost analysis, purchase orders and any other repair that may be necessary or as directed by superintendent and/or the home office.
6. Issue purchase orders to vendors, order materials, and supplies, follow-up on delivery and approve charges as directed by the superintendent and/or the home office.
7. Assist other management personnel in enforcing all company policies including but not limited to EEO policies, drug and attendance policies.
8. Follows directions and perform tasks as directed by the superintendent and/or the home office

CONTROL SUBSTANCE INQUIRY

(Print Name - First, Middle Initial, Last) Hereby authorize
(Social Security #) _____
Previous Employer: _____ Telephone: _____
Street _____ Fax No _____
City, State, Zip: _____

Release and forward information requested in Section 2 (below) of this document concerning my Alcohol & Controlled Substances Testing records to:

Prospective Employer: BMCO Construction, Inc. Telephone: 910-738-6693
Street: P.O. Box 1361 Fax No: 910-738-4670
City, State, Zip: Lumberton, NC 28359

Signature of Applicant _____ **Date** _____

As in compliance with Section 382.405 (f) and (h), which state: records shall be made available to a subsequent employer upon a written request from a driver. Disclosure by the subsequent is permitted only as expressly authorized by the terms of the drivers request.
An employer shall release information regarding a drivers records as specific, written consent of the driver authorizing release of information to an identified person. Release of such information by the person receiving the information is permitted only in accordance with the employee's consent.
Sections 382.413 (A)(B)(D)(E)(F)(H) further state:
Section 382.413 Inquiries for alcohol and controlled substances from previous employers.
An employer shall, pursuant to the drivers written authorization, about the following information on a driver from the driver's previous employer, during the preceding two years from the date of application. Are maintained by the drivers previous employers under Section 1(b)(1)(i) through (III) of this subpart: (1)Alcohol tests with a result of alcohol concentration- or greater: (il) Verified positive controlled substances test results; and (III) Refusals to be tested. (2) The information from a previous employer may contain any alcohol and drug section the previous employer obtained from other previous employers paragraph (a)(1) of this section.
The information in paragraph (a) of this section must be

obtained and reviewed by the employer prior to the first time a driver performs safety-sensitive functions for the employer. If not feasible, the information must be obtained and reviewed as soon as possible, but no later than 14 days after the first time a driver performs safety-sensitive functions for the employers. An employer may not permit a driver to perform safety-sensitive functions after 14 days without having made a good faith effort to obtain the information as soon as possible. If a driver hired or used by the employer before expiration of the 14 day or before the employer has obtained the information in paragraph of this section, the employer must still make a good faith effort to obtain the info.
(d)The employer must provide to each of the drivers previous employers the drivers specific, authorization for release of the information.
(e)The release of information under this section may take the form of personal interviews, letters or any other information that is confidentiality.
(f)The info in paragraph (a) of this section may be provided to the prospective employer by the driver.

TO BE COMPLETED BY PREVIOUS EMPLOYER

or was not subject to Part 382 testing requirements while employed, please check _____,sign and return.

Part 382 testing requirements:

	YES	NO
1. Has this person ever tested positive for controlled substance in the last two years?	_____	_____
2. Has this person ever had an alcohol test with a Breath Alcohol Concentration of 0.04 or greater in the last two years?	_____	_____
3. Has this person ever refused a required test for drugs or alcohol in the last years?	_____	_____

If any of the above questions, please give the SAP's (Substance Abuse Professional) name, address & phone number:
NAME _____ TELEPHONE #: _____
ADDRESS _____

Signature of Person Completing Section 2 _____ **Date** _____

INQUIRY TO PAST EMPLOYERS

TO: _____

FROM: Tonya Beal
BMCO Construction, Inc.
P.O. Box 1361
Lumberton, NC 28359

_____ (Social Security No. _____) has made application to BMCO Construction, Inc. for a position as a _____ and states that he/she was employed by you from _____ to _____.

Will you kindly reply to the inquiry below regarding this applicant? Your reply will be held in strict confidence and will in no way involve you in any responsibility.

-
1. Is employment record with your company correct as stated above? _____
 2. What kind(s) of work did he/she do? _____
 3. Did he/she have custody of money or valuables? _____ Were his/her accounts properly kept? _____
 4. Any record of salary garnishments? _____
 5. If employed as a driver, specify equipment driven _____
 6. Number of accidents _____ Number preventable _____
 7. Was his driver's license ever suspended or revoked? _____
 8. Number of on-the-job injuries while in your employ _____
 9. Any back injuries? _____
 10. Any award for permanent partial disability? _____
 11. Reason for leaving your employ. Discharged _____ Laid Off _____ Resigned _____
 12. Was his/her general conduct satisfactory? Yes _____ No _____ Other _____
 13. Is he/she competent for the position he/she is seeking? _____
 14. Would you re-employ? Yes _____ No _____ Other _____
 15. Any remarks with regard to questions 1 - 15 above? _____
-
-

Date: _____ Company Name _____
By: _____
Title _____

(Detach here for your files as a supplier of above info)

TO: _____ (Former Employer)

You are hereby authorized to give to BMCO Construction, Inc. all information regarding my services, character and conduct while in your employ, and you are released from any and all liability which may result from furnishing such information.

Signature of Former Employee	Date
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