

11510 NE 87<sup>th</sup> Ave  
Vancouver, WA 98662



ph 360-314-2024  
fax 360-828-5871

[www.mjhughes.com](http://www.mjhughes.com)

**PERSONAL INFORMATION**

Name: \_\_\_\_\_  
Last First Middle

Cell Number: \_\_\_\_\_ Home Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street City State Zip

Referred by: \_\_\_\_\_ Position Applying For: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Are you a citizen of the United States?  YES  NO

If not, are you authorized to work in the United States?  YES  NO

Have you ever worked for this Company?  YES  NO

If yes, when? \_\_\_\_\_

Do you have any friend/relative that works for this company?  YES  NO

If yes, who? \_\_\_\_\_

Are you willing to travel within the state of Washington?  YES  NO

Are you willing to travel within the state of Oregon?  YES  NO

Do you have reliable transportation?  YES  NO

Are you willing to work 40-60 hours per week on a regular basis? (May include weekends)  YES  NO

What languages do you speak fluently?  English  Spanish  Other \_\_\_\_\_

**EDUCATION**

High School: \_\_\_\_\_ City, State: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  YES  NO Diploma: \_\_\_\_\_

College/Trade School: \_\_\_\_\_ City, State: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  YES  NO Degree: \_\_\_\_\_

**EXPERIENCE**

Please mark any of the following in which you are experienced.

**Operator:**  Bulldozer  Roller  Backhoe  Motor Grader  Scraper  Hydro Demolition Equipment  
 Loader  Certified Crane  Bidwell  Vac Truck  Trackhoe

**Laborer:**  Skilled  Unskilled

**Truck Driver:**  Truck/Trailers  Dump Truck  Concrete Mixer  
**With CDL**

**Craft Worker:**  Concrete Finisher  Pipe Layer  Carpenter  Form Builder  Iron Worker  
 Certified Flagger  Certified Traffic Control Supervisor

**Clerical:**  MS Excel  MS Word  MS Office  MS Outlook  Heavy Bid  Heavy Job  Spectrum

**Layout & Elevations:**  Beginner  Intermediate  Advanced

**Print Reading:**  Beginner  Intermediate  Advanced

Please list other special training and/or skills related to the position to which you are applying:

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**REFERENCES**

Please list three professional references.

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

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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**PREVIOUS EMPLOYMENT**

All applicants: Must show at least 7 year of past job history. List current job or most recent job first, Explain gaps in employment.

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous employer for a reference?  YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous employer for a reference?  YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous employer for a reference?  YES  NO

**AUTHORIZATION**

**I authorize investigation on all statements contained in this application. I understand that misrepresentation of information requested is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without cause and without any previous notice.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MJ Hughes Construction is an Equal Opportunity Employer

# MJ Hughes Construction Company

## Affirmative Action Questionnaire

The purpose of this section is to assist in monitoring Affirmative Action Programs and to aid in complying with any required governmental record keeping or periodic reporting. This information is not part of your employment application, and will not be considered in the employment/selection process.

Race	Sex	Veteran
<input type="checkbox"/> Caucasian	<input type="checkbox"/> Male	<input type="checkbox"/> Special Disabled
<input type="checkbox"/> African American	<input type="checkbox"/> Female	<input type="checkbox"/> Vietnam
<input type="checkbox"/> Hispanic		<input type="checkbox"/> Other _____
<input type="checkbox"/> American Indian		<input type="checkbox"/> Not Applicable
<input type="checkbox"/> Asian		

MJ Hughes Construction regularly provides employment on federally funded projects. This above information will help us in compliance with hiring goals and accounting.

I ELECT TO NOT PROVIDE THIS INFORMATION

THIS COMPANY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT UNLAWFULLY DISCRIMINATE ON THE BASIS OF RACE, SEX, AGE, COLOR, RELIGION, NATIONAL ORIGIN, MARITAL STATUS OR ANY OTHER BASIS PROHIBITED BY FEDERAL, STATE OR LOCAL LAW.

**A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT  
INITIAL DISCLOSURE TO APPLICANTS/EMPLOYEES**

*(This disclosure is provided for your information and need NOT be returned to MJ Hughes Construction)*

This is to advise you of your rights under the federal Fair Credit Reporting Act (FCRA). The FCRA is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you—such as if you pay your bills on time or have filed bankruptcy—to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C.A. §§1681-1681u, at the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

In conjunction with your employment, or application for employment, we may obtain a credit report from a CRA. The report contains financial data including such information as debts, late payments, bankruptcies, garnishments, etc., and may also contain information about your criminal record, judgments, lawsuits, character traits and your family members.

You must be told if information in your file has been used against you. Anyone who uses information from a CRA to take action against you—such as denying an application for credit, insurance, or employment—must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.

You can find out what is in your file. At your request, a CRA must give you the information in your file, and list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that; (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate because of fraud. Otherwise, a CRA may charge you up to eight dollars.

You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.)

Inaccurate information must be corrected or deleted. A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address, and phone number of the information source.

You can dispute inaccurate items with the source of the information. If you tell anyone—such as a creditor who reports to a CRA—that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error. Outdated information may not be reported. In most cases, a CRA may not report negative information that is more than seven years old; 10 years for bankruptcies.

Access to your file is limited. A CRA may provide information about you only to people with a need recognized by the FCRA—usually to consider an application with a creditor, insurer, employer, landlord, or other business.

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Your consent is required for reports that are provided to employers, or for reports that contain medical information. A CRA may not give out information about you to your employer (or prospective employer) without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.

You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers. Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a tollfree phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the list for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.

You may seek damages from violators. If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

**FOR QUESTIONS OR CONCERNS REGARDING:**

**PLEASE CONTACT:**

CRA's, creditors, and others not listed below.	Federal Trade Commission Consumer Response Center – FCRA Washington, DC 20580 * 202-326-3761
National banks, federal branches/agencies of foreign banks (word "National" or "Initials N.A." appear in or after bank's name).	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 * 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks).	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 * 202- 452-3693
Savings associations and federally chartered savings banks (word "Federal Credit Union" appear in institution's name).	Office of Thrift Supervision Consumer Programs Washington, DC 20552 * 800-842-6929
State-chartered banks that are not members of the Federal Reserve System.	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 * 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board of Interstate Commerce Commission.	Department of Transportation Board of Interstate Commerce Office of Financial Management Washington, DC 20590 * 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator – GIPSA Washington DC 20250 * 202-720-7051

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