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| 07141400.JPGsd&c inc  4473 COVINGTON HWY  DECATUR, GA 3005  (404) 288-2205 | |  |  |  | | --- | --- | --- | | **AUTHORIZED USE ONLY** | | | | **Application Status:** |  | **Date:** | |  |  | **Date:** | |

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| EMPLOYMENT APPLICATION | | | | | | | | | | | | | | | | | | | | | | | | | |
| Applicant Information | | | | | | | | | | | | | | | | | | | | | | | | | |
| Last Name | |  | | | | | | | First Name | |  | | | | | | | | Middle Initial | | | | |  | |
| Date of Birth | | |  | | | | | | Today’s Date | | |  | | | | | | | | | | | | | |
| Street Address | | |  | | | | | | | | | | | | | | Apartment/Unit # | | | | | |  | | |
| City |  | | | | | | | State | |  | | | | | | | Zip Code |  | | | | | | | |
| Phone # |  | | | | | | | E-mail Address | | | | |  | | | | | | | | | | | | |
| Alt. Phone # |  | | | | | | | 2nd E-mail Address | | | | |  | | | | | | | | | | | | |
| Date Available | | |  | | | Social Security No. | | | |  | | | | | Desired Salary | | | | | | |  | | | |
| Position Applied for | | | |  | | | | | | | | | | | | | | | | | | | | | |
| Are you a citizen of the United States? | | | | | YES | | NO | | | If no, are you authorized to work in the U.S.? | | | | | | | | | | YES | | | | | NO |
| Have you ever worked for this company? | | | | | YES | | NO | | | If so, when? | | | |  | | | | | | | | | | | |
| Do you have a Driver’s license? | | | | | YES | | NO | | | Issued state? | | | |  | | Driver’s License No. | | | | |  | | | | |

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| Education | | | | | | | | | | | |
| High School | |  | | | | | | Address |  | | |
| From |  | | | To | |  | Did you graduate? | YES | NO | Degree |  |
| College |  | | | | | | | Address |  | | |
| From |  | | | To | |  | Did you graduate? | YES | NO | Degree |  |
| Graduate Education | | | | |  | | | Address |  | | |
| From |  | | | To | |  | Did you graduate? | YES | NO | Degree |  |
| Technical |  | | | | | | | Address |  | | |
| From |  | | | To | |  | Did you graduate? | YES | NO | Degree |  |
| Other Education | | |  | | | | | Address |  | | |
| From |  | | | To | |  | Did you graduate? | YES | NO | Degree |  |

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| previous employment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Company | | |  | | | | | | | | | Phone | | | | | | |  | | | | | | | | | | | |
| Address | |  | | | | | | | | | | Supervisor | | | | | | | | | | | | | | | | | |  |
| Job Title | |  | | | | | | | Starting Pay  (Circle One)  $ | | | | | | | | | SALARY | | HOURLY | | COMM. | Ending Pay  (Circle One)  $ | | | SALARY | HOURLY | COMM |  | |
| Responsibilities | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| From |  | | | To | |  | Reason for Leaving | | |  | | | | | | | | | | | | | | | | | | | | |
| Company | | |  | | | | | | | | | Phone | | | | | | |  | | | | | | | | | | | |
| Address | |  | | | | | | | | | | Supervisor | | | | | | | | | | | | | | | | | |  |
| Job Title | |  | | | | | | | Starting Pay  (Circle One)  $ | | | | | SALARY | | | HOURLY | | COMM. | | Ending Pay  (Circle One)  $ | | | | SALARY | | HOURLY | COMM |  | |
| Responsibilities | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| From |  | | | To | |  | Reason for Leaving | | |  | | | | | | | | | | | | | | | | | | | | |
| Company | |  | | | | | | | | | | Phone | | | | | | |  | | | | | | | | | | | |
| Address | |  | | | | | | | | | | Supervisor | | | | | | | | | | | | | | | | | |  |
| Job Title | |  | | | | | | | Starting Pay  (Circle One)  $ | | | | SALARY | | | HOURLY | | | COMM. | | Ending Pay  (Circle One)  $ | | | | SALARY | | HOURLY | COMM |  | |
| Responsibilities | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| From |  | | | To | |  | Reason for Leaving | | |  | | | | | | | | | | | | | | | | | | | | |
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| computer knowledge: (please circle all that apply) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Word:** | | | | | None | Beginner | | Basic | | | Intermediate | | | | Advance | | | | | | | | | Expert | | | | | |  |
| **Excel:** | | | | | None | Beginner | | Basic | | | Intermediate | | | | Advance | | | | | | | | | Expert | | | | | |
| **Access:** | | | | | None | Beginner | | Basic | | | Intermediate | | | | Advance | | | | | | | | | Expert | | | | | |
| **Outlook:** | | | | | None | Beginner | | Basic | | | Intermediate | | | | Advance | | | | | | | | | Expert | | | | | |
| **QuickBooks:** | | | | | None | Beginner | | Basic | | | Intermediate | | | | Advance | | | | | | | | | Expert | | | | | |
| **Accounting:** | | | | | None | Beginner | | Basic | | | Intermediate | | | | Advance | | | | | | | | | Expert | | | | | |
| **Adobe Acrobat:** | | | | | None | Beginner | | Basic | | | Intermediate | | | | Advance | | | | | | | | | Expert | | | | | |
| **Other:** | | | | | None | Beginner | | Basic | | | Intermediate | | | | Advance | | | | | | | | | Expert | | | | | |

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| mechinery operational SKILLS:(PLEASE CIRCLE ALL THAT APPLY) | | | | | | |
| **Bobcat** | None | Beginner | Basic | Intermediate | Advance | Expert |
| **Forklift** | None | Beginner | Basic | Intermediate | Advance | Expert |
| **Mini Excavator** | None | Beginner | Basic | Intermediate | Advance | Expert |
| **Skid Steer** | None | Beginner | Basic | Intermediate | Advance | Expert |
| **Track Hoe** | None | Beginner | Basic | Intermediate | Advance | Expert |
| **Riding Sweeper** | None | Beginner | Basic | Intermediate | Advance | Expert |
| **Komag Vibrator** | None | Beginner | Basic | Intermediate | Advance | Expert |
| **Walk Behind Packer** | None | Beginner | Basic | Intermediate | Advance | Expert |
| **Dump Truck** | None | Beginner | Basic | Intermediate | Advance | Expert |
| **Other** | None | Beginner | Basic | Intermediate | Advance | Expert |

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| --- | --- |
| OTHER SKILLS & CERTIFICATIONS | |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5** |  |

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| --- | --- | --- | --- | --- |
| REFERENCES | | | | |
| **Please list three professional references.** | | | | |
| Full Name |  | Relationship | |  |
| Company |  | Phone |  | |
| Address |  | | | |
| Full Name |  | Relationship | |  |
| Company |  | Phone |  | |
| Address |  | | | |
| Full Name |  | Relationship | |  |
| Company |  | Phone |  | |
| Address |  | | | |

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| VOLUNTARY QUESTIONAIRE :BACKGROUND CHECK: | | | | |
| ***Do you have a criminal record:*** | ***YES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** | | | ***NO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |
| ***If yes Explain:*** | | | | |
| ***Have you ever been convicted:*** | | ***Yes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** | ***No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** | |
| ***If yes Explain:*** | | | | |

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| EMERGENCY CONTACT 1 | | | | | | | | | | | |
| Full Name: |  | | | | | Relationship: | | |  | | |
| Street Address: | |  | | | | | | Apartment/Unit # | | |  |
| City: | | |  | State: |  | | | Zip Code: | |  | |
| Phone Number: | | |  | Alternative Phone Number: | | |  | | | | |

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| EMERGENCY CONTACT 2 | | | | | | | | | | | |
| Full Name: |  | | | | | Relationship | | |  | | |
| Street Address: | |  | | | | | | Apartment/Unit # | | |  |
| City: | | |  | State: |  | | | Zip Code: | |  | |
| Phone Number: | | |  | Alternative Phone Number: | | |  | | | | |

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| Military Service | | | | | | | | | | |
| Branch |  | | | | From: |  | | To: | |  |
| Rank at Discharge | | |  | | Type of Discharge | |  | | | |
| If other than honorable, explain | | | |  | | | | | | |
|  | | | | | | | | | | |
| DISCLAIMER AND SIGNATURE | | | | | | | | | | |
| I certify that the informationprovided on this Application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my Application if employment commences, immediate termination.  I authorize SD &C, Inc. to contact former employers and educationalorganizations to fully and feely communicate information regarding my previous employment, attendance, and grades. I authorize those designated as references to fully and freely communicate information regarding my previous employment and education.  If an employment relationship is created, I understand that unless I am offered a specific written contract of employment signed on behalf of the organization by its president, the employment relationship will be entirely voluntary in nature. In other word, with appropriate notice, I will have the full and complete discretion to end the employment relationship when I chose and, for reasons of my choice. Similarly, my employer would have the same right. Moreover, no employment signed on behalf of the organization by its president, has the power to alter or vary the voluntary nature of the employment relationship.  I HAVE CAREFULLLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS. | | | | | | | | | | |
| Signature: | |  | | | | Date: | | |  | |