



MJ Hughes Construction Company
 1717 NW Eleven Mile Ave.
 Gresham, OR. 97030

Phone: 503-491-4853
Fax: 503-667-0386
CCB# 154373

Last Name:		First Name:		Middle Initial:	OFFICE USE ONLY:
Will Visa or Immigration Status prevent lawful employment? _Yes _No		Social Security #:	Today's Date:	Date Available:	OFFICE USE ONLY:
Phone: ()		Alternate Phone: ()	Email:		Geographical Preference/Limitations:
Position Applied For: <input type="checkbox"/> Pilebuck <input type="checkbox"/> Carpenter <input type="checkbox"/> Crane Operator <input type="checkbox"/> Forklift Operator <input type="checkbox"/> Laborer <input type="checkbox"/> Welder <input type="checkbox"/> Finisher <input type="checkbox"/> Office/Clerical <input type="checkbox"/> Other (specify):					
Current Address: Street:		City:	State:	Zip Code:	
Former Address: Street		City	State	Zip Code	

EDUCATION RECORD

High School:	City/State:	Graduate/GED? _ Yes _ No	Degree/Certification/Major:
College:	City/State:	Graduate? _ Yes _ No	Degree/Certification/Major:
Other:	City/State:	Graduate? _ Yes _ No	Degree/Certification/Major:

EMPLOYMENT RECORD

EMPLOYER	EMPLOYMENT DATES	SALARY	Position	ELIGIBLE FOR REHIRE
Name:	Start:	Start:	Start:	_ Yes _ No
Address:	End:	End:	End:	
Skills/duties:				
Supervisor			Reason for Leaving	

Name:	Start:	Start:	Start:	_ Yes _ No
Address:	End:	End:	End:	
Skills/duties:				
Supervisor			Reason for Leaving	

Name:	Start:	Start:	Start:	_ Yes _ No
Address:	End:	End:	End:	
Skills/duties:				
Supervisor			Reason for Leaving	

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.

Attach Additional Sheets Of Employment Record As Necessary
List periods of unemployment of more than 30 days and explain:

PERSONAL DATA

Who referred you to this company (person or organization):
Have you pled guilty or been convicted of a felony within the last 7 years? (Conviction of such a crime will not necessarily bar you from employment with the company.)
<input type="checkbox"/> Yes <input type="checkbox"/> No Type:

PLEASE LIST ANY OTHER JOB RELATED SKILLS OR LICENSES

This application form is intended for use in evaluating your qualifications for employment; this is not an employment contract.

I certify that the information given by me to MJ Hughes Construction is true and complete to the best of my knowledge. I understand that, if I am employed, discovery that I gave false or misleading information may result in immediate dismissal.

I further certify that I am not engaged in any outside activity or business that could be considered in conflict with MJ Hughes Construction's interest or those of its customers, nor will I become engaged in such activity or business if employed.

In consideration of my employment, I agree that my employment and compensation can be terminated with or without cause, and with or without notice at any time, at the option of either MJ Hughes Construction or myself. I understand that no representative of MJ Hughes Construction, other than the President, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

If employed, I further agree that if MJ Hughes Construction advances any paid leave before it has been accrued, or advances or loans me any money during the course of my employment, or if I lose, damage, or fail to return any firm property the firm is authorized to deduct from my wages sufficient funds to repay such loans or advances or to replace its property.

Consent to Consumer Credit Report: I understand MJ Hughes Construction or its agent may obtain a consumer credit report and/or consumer report and/or an investigative consumer report about me, and the information in the report(s) may be used for the purpose of evaluating me for employment, promotion, reassignment, or retention.

I acknowledge that I have reviewed the attached "A Summary of Your Rights Under the Fair Credit Reporting Act Initial Disclosure to Applicants/Employees." I hereby authorize the employer to obtain the report(s).

After an offer of employment, and prior to reporting to work, you are required to submit to mandatory drug testing and satisfactorily complete such testing. Additional testing of job related skills may be required subsequent to an offer of employment and prior to reporting to work.

Applicant Signature: _____ Date: _____

THIS APPLICATION IS VALID FOR 90 DAYS FROM DATE.

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

- Caucasian
- African American
- Hispanic
- American Indian
- Asian

Sex

- Male
- Female

Veteran

- Special Disabled
- Vietnam
- Other _____
- Not Applicable

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

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**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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