

**NEVADA CEMENT COMPANY
APPLICATION FOR EMPLOYMENT**

NEVADA CEMENT COMPANY (THE "COMPANY") IS AN EQUAL OPPORTUNITY EMPLOYER. THE COMPANY TREATS ALL OF ITS APPLICANTS AND EMPLOYEES WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, CITIZENSHIP STATUS, AGE, DISABILITY, OR ANY OTHER FACTOR, PROHIBITED BY FEDERAL, STATE OR LOCAL LAW. AFTER AN OFFER OF EMPLOYMENT HAS BEEN EXTENDED, YOU MAY BE REQUIRED TO SUCCESSFULLY PASS A PHYSICAL EXAMINATION, DRUG TEST, AND BACKGROUND CHECK. NEVADA CEMENT COMPANY ALSO PROVIDES REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT AND APPLICABLE STATE AND LOCAL LAW. IF YOU REQUIRE AN ACCOMMODATION IN THE APPLICATION PROCESS, PLEASE ADVISE HUMAN RESOURCES.

NAME : (LAST, FIRST, MIDDLE INITIAL)				
HOME ADDRESS (ADDRESS, CITY, STATE, ZIP CODE)			TELEPHONE (AREA CODE & NUMBER)	
POSITION THAT YOU ARE APPLYING FOR:	APPLYING FOR <input type="checkbox"/> FULLTIME <input type="checkbox"/> PART TIME	SALARY DESIRED \$	DATE AVAILABLE:	ARE YOU WILLING TO RELOCATE <input type="checkbox"/> NO <input type="checkbox"/> YES
HOW WERE YOU REFERRED TO US - THROUGH A FRIEND, NEWSPAPER, ETC?				
HAVE YOU EVER APPLIED FOR EMPLOYMENT OR BEEN EMPLOYED BY NEVADA CEMENT COMPANY? <input type="checkbox"/> No <input type="checkbox"/> Yes		IF YES, WHEN? WHERE?		
If hired, and you are under 18, can you furnish a work permit? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> I am over 18				

If hired, can you provide proof of authorization to work in the U.S.? YES NO

Are you able to perform essential job functions with or without reasonable accommodations? If necessary, please explain. (Note: Nevada Cement complies with disability laws and will consider reasonable accommodations measures that may be necessary for eligible applicants/employees to perform essential functions. Offers may be conditioned on undergoing a medical examination.)

DO YOU HAVE A VALID MOTOR VEHICLE DRIVERS LICENSE? <input type="checkbox"/> YES <input type="checkbox"/> NO	DO YOU HAVE ANY CDL ENDORSEMENTS? <input type="checkbox"/> YES <input type="checkbox"/> NO
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Have you ever been convicted of, plead guilty, no contest or nolo contendere, to a misdemeanor or felony (or indictable offense in New Jersey)?

*Do not report any conviction that has been sealed, expunged, statutorily eradicated, annulled impounded, erased, dismissed under the First Offender's law, pardoned by the Governor or which state law allows you to lawfully deny as set forth below. You are also not required to disclose violations, infractions, petty misdemeanors or summary offenses.

A conviction will not necessarily be a bar to employment. This information will only be used for job-related purposes consistent with applicable law and is only relevant in determining whether the conviction is related to the job for which you are applying. Factors such as age at the time of the offense(s), recentness of the offense(s), seriousness of the offense(s), nature of the violation(s), its relation, if any, to the job you are seeking, and rehabilitation will be taken into account. Failure to honestly answer these questions will result in discontinued consideration of your application or termination of employment.

YES NO

* **California applicant/residents:** You need not disclose any referral to, and participation in, any pre-trial or post-trial diversion program, or any misdemeanor convictions for which probation has been successfully completed and discharged. Do not list any marijuana-related misdemeanor convictions over two years old, or felony marijuana convictions under California Health and Safety Code Section 11360 (c) which occurred prior to 1976.

* **Connecticut applicants/residents:** You need not disclose any conviction record that has been erased pursuant to sections 46b-146, 54-76o or 54-142a of the Connecticut General Statutes. Records subject to erasure under these sections are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that was dismissed or nolle, or a criminal charge for which the person was found not guilty or received an absolute pardoned conviction. Any person whose records were erased within the meaning of these three sections may consider such events to have never occurred and may so swear under oath.

***Hawaii applicants/residents:** Do not respond to this question until you have been given a conditional offer of employment.

***Kentucky applicants/residents:** Do not respond "Yes" as a result of any misdemeanor conviction where the date of conviction was more than five years ago.

***Massachusetts applicants/residents:** **DO NOT answer this question during the initial application stage or prior to any interview. Massachusetts law prohibits employers from making inquiries regarding applicants' criminal history information in an initial written application form. You may be required to provide some criminal history information later in the hiring process.**

*Pennsylvania applicants/residents: DO NOT answer this question during the initial application stage or prior to any interview. You may be required to provide some criminal history information later in the hiring process.

*Washington applicants/residents: You may exclude convictions that occurred over ten years ago.

If yes, provide city, county, and state of conviction and date and nature of the offense, along with sentencing information. Enter N/A if this does not apply to you.

EDUCATION:				
LEVEL	NAME / LOCATION	YEARS COMPLETED	MAJOR STUDIES	
HIGH SCHOOL				
COLLEGE / UNIVERSITY				
GRADUATE / PROFESSIONAL				
BUSINESS / TRADE SCHOOL				
DESCRIBE SPECIALIZED TRAINING, MILITARY EXPERIENCE, SKILLS, AND EXTRA CURRICULAR ACTIVITIES:				
EMPLOYMENT HISTORY:				
NAME ADDRESS, & PHONE NUMBER OF PRESENT EMPLOYER	FROM MO / YR	PAY START	JOB TITLE / POSITION DESCRIPTION	REASON FOR LEAVING
	TO MO / YR	FINAL PAY		
	FROM MO / YR	PAY START		
	TO MO / YR	FINAL PAY		
NAME ADDRESS, & PHONE NUMBER OF PREVIOUS EMPLOYER	FROM MO / YR	PAY START		
	TO MO / YR	FINAL PAY		
NAME ADDRESS, & PHONE NUMBER OF PREVIOUS EMPLOYER	FROM MO / YR	PAY START		
	TO MO / YR	FINAL PAY		
NAME ADDRESS, & PHONE NUMBER OF PREVIOUS EMPLOYER	FROM MO / YR	PAY START		
	TO MO / YR	FINAL PAY		
NAME ADDRESS, & PHONE NUMBER OF PREVIOUS EMPLOYER	FROM MO / YR	PAY START		
	TO MO / YR	FINAL PAY		
NAME ADDRESS, & PHONE NUMBER OF PREVIOUS EMPLOYER	FROM MO / YR	PAY START		
	TO MO / YR	FINAL PAY		
NAME ADDRESS, & PHONE NUMBER OF PREVIOUS EMPLOYER	FROM MO / YR	PAY START		
	TO MO / YR	FINAL PAY		
PLEASE EXPLAIN FULLY ANY GAPS IN YOUR EMPLOYMENT HISTORY:				
MAY WE CONTACT YOUR CURRENT AND PREVIOUS EMPLOYERS:.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
PERSONAL REFERENCES: PLEASE LIST THREE (NOT RELATIVES)				
NAME AND OCCUPATION		ADDRESS		PHONE NUMBER
1				
2				
3				

ADDITIONAL INFORMATION: (PLEASE INDICATE IF YOU HAVE ACTUAL EXPERIENCE IN ANY OF THE FOLLOWING POSITIONS)

- OFFICE
- MANAGER
- BOOK KEEPER
- ACCOUNTS PAYABLE
- ACCOUNTS RECEIVABLE
- PAYROLL CLERK
- DATA ENTRY / COMPUTER
- CASHIER
- SECRETARY
- RECEPTIONIST

- SALES
- SALES MANAGER
- SALESPERSON
- CUSTOMER SERVICE
- TELEMARKETING
- ORDER PROCESSING
- STATISTICIAN

- MANUFACTURING
- MANAGER
- DISPATCHER / EXPEDITOR
- FOREMAN
- TECHNICIAN / PRODUCTION
- ELECTRICIAN
- WAREHOUSE
- SHIPPING
- MAINTENANCE
- DELIVERY

Please read carefully. Initial each paragraph below, then sign and date in the spaces provided.

I certify that the statements and information furnished by me in this application are true and correct. I understand that omitted, false or misstated statements on this application are grounds for refusal to hire, or dismissal, at any time the company becomes aware of the omitted, falsified, or misstated information. In consideration of my employment, I agree to conform to the rules and regulations of Nevada Cement Company.

I understand that Nevada Cement Company is not obligated to provide me with employment and that I am not obligated to accept employment. I understand that nothing contained in this application, or conveyed during any interview that may be granted, or during my employment, if hired, is intended to create a contract for continued employment with Nevada Cement Company, except as required by applicable federal, state, and local law. In addition, if an employment relationship is established, unless I am employed in Montana, I acknowledge 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 the Company or myself, and that this cannot be altered except by an express written agreement signed by myself and a designated officer of the Company. I further understand and agree that no manager or other representative of the Company has the authority to make any verbal promises or commitments to me with respect to any term, condition, or privilege of my employment (including compensation). I further understand that no policy, benefit, or procedure contained in any employee handbook creates a contract for continued employment. I understand and agree that, if hired, I will be required to abide by all rules and regulations of Nevada Cement Company, and that my wages, benefits, and conditions of employment can be changed by the Company at any time in its sole discretion.

I agree and hereby authorize Nevada Cement Company to conduct a background inquiry to verify the information on this application and any company form completed by me. I authorize all previous employers, educational institutions or other persons who have knowledge of me or my records, to release such information to Nevada Cement Company, or their agents. I hereby release Nevada Cement Company and any persons or companies that participate in or conduct a background inquiry regarding me from all claims or liabilities whatever that may arise by such disclosures or such investigation.

I understand that this application will be considered active for a period not to exceed 30 days. I understand that if I wish to be considered for employment beyond this period, I should inquire as to whether or not applications are being accepted for the position for which I am interested and, if so, submit a new application.

My Signature Certifies That I Have Read And Agree With The Above Statements

Date of Application _____

Signature of Applicant _____

DO NOT WRITE IN THIS AREA

REMARKS:

INTERVIEWED BY:

DATE:

VOLUNTARY EEO / AFFIRMATIVE ACTION DATA

Nevada Cement Company is an equal opportunity / affirmative action employer and considers all employment decisions without regard to race, color, religion, gender, national origin, citizenship, age, mental or physical disabilities, veteran status, or any other prohibited basis. In keeping with this philosophy and in an effort to comply with federal and state standards for equal opportunity employment, we ask that you provide the information requested below.

Providing this information is strictly voluntary and will not be the basis of any employment decision. Failure to provide this information will not subject you to any adverse treatment. Please note that the information provided is retained separately from your application and will not be used as a part of the application process.

EMPLOYEE INFORMATION

LAST:

FIRST:

MI:

DATE:

FEMALE
 MALE

1 – Hispanic or Latino
 2 – Asian (not Hispanic or Latino)
 3 – Native Hawaiian or other Pacific Islander
 4 – White (not Hispanic of Latino)
 5 – Black or African American (not Hispanic or Latino)
 6 – American Indian / Alaskan Native
 7 – Two or More Races (not Hispanic or Latino)

INVITATION TO SELF IDENTIFY VETERAN STATUS

As a government contractor, Nevada Cement Company is subject to the Vietnam Era Veterans Readjustment Assistance Act of 1974 and Section 503 of the Rehabilitation Act of 1973, as amended, which require government contractors to take affirmative action to employ and advance in employment qualified veterans, disabled veterans, veterans of the Vietnam era, recently separated veterans, and qualified individuals with disabilities. If you are a veteran, we would like to include you in our affirmative action program. A request to benefit under Nevada Cement Company's affirmative action program may be made now or at any time in the future. This information is being requested on a voluntary basis and refusal to provide it will not subject you to any adverse treatment. Further, the information will not be used in a manner inconsistent with the Vietnam Era Veterans Readjustment Act of 1974 and Section 503 of the Rehabilitation Act of 1973 as amended.

Protected Veteran