



Tecton Products, LLC - Fargo
 4401 - 15th Ave NW
 Fargo, ND 58102



www.tectonproducts.com



Tecton Products, LLC - Roanoke
 5415 Corporate Circle
 Salem, VA 24153

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Date: _____

Name: _____
Last First Middle

Current Address: _____
Street/PO Box City State Zip

Home Phone: _____ Cell Phone: _____

E-mail: _____

Which location are you applying for? *(please circle one)* **Fargo** **Roanoke** **Both**

Name of person completing application, if different from above: _____

Have you ever applied at Tecton before? **Yes** **No** *If yes, when?* _____

Do you speak and read the English language effectively? **Yes** **No**

May you legally work in the United States? **Yes** **No**

Are you 18 years of age or older? **Yes** **No**

Have you ever served in the Military? **Yes** **No** *If yes, which Branch:* _____

If hired, do you have reliable means of transportation to get to work? **Yes** **No**

Is there anything that would prevent you from doing certain kinds of work? **Yes** **No**

If yes, explain: _____

If hired, on what date would you be available to begin work? _____

Type of work/position sought (be specific): _____

If applying for shift work, please circle your preference: **DAYS (6:30 am to 6:45 pm)** - OR - **NIGHTS (6:30 pm to 6:45 am)**
 Night hours offer a starting pay differential of \$1.00 / hour

FOR REFERENCE: AN EXAMPLE OF OUR 2-WEEK REPEATING PATTERN WORK SCHEDULE

< Tecton Operates 24 Hours a Day, 7 Days a Week >

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Week 1:	Off	Work	Work	Off	Off	Work	Work	48 Hr Wk
Week 2:	Work	Off	Off	Work	Work	Off	Off	36 Hr Wk

(Payroll Week Runs Sunday through Saturday)

Type of work sought: **Full-time** **Part-time** **Permanent** **Temporary** **Seasonal**

Is there anything that would prevent you from working overtime hours? **Yes** **No**

If yes, explain: _____

Salary/Wage Expected: _____

EDUCATION

	School Name Address & Zip Code	Years Completed	GPA	Did You Graduate?	Area of Study
High School/GED				Yes	
				No	
College				Yes	
				No	
Post Graduate				Yes	
				No	
Business or Trade				Yes	
				No	
Other				Yes	
				No	

WORK HISTORY

< List present or most recent employer first >

Dates		Employer Name	Supervisor's Name & Phone Number	Rate of Pay		Reason for Leaving
From	To			Start	Finish	
Describe your duties...be specific						
<i>If presently employed, may we contact your current employer?</i>				<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Dates		Employer Name	Supervisor's Name & Phone Number	Rate of Pay		Reason for Leaving
From	To			Start	Finish	
Describe your duties...be specific						

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From	To			Start	Finish	
Describe your duties...be specific						

REFERENCES

< Do not list former employers or relatives >

Name and Occupation	Complete Address	Phone Number	Known for how long?

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Name and Occupation	Complete Address	Phone Number	Known for how long?

(Fargo applicants only)

Have you ever been convicted of a felony?

YES	NO
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If YES, please explain in the space below:

(Roanoke applicants only)

Have you been convicted of a violation of law (felony, misdemeanor, traffic, juvenile offense if you are an adult, etc)? In answering this question you need not report the following:

- 1) Arrests not followed by conviction, and
- 2) Convictions which were annulled or expunged

YES	NO
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If YES, list all convictions, including court location and approximate date:

Occasionally, an application form makes it difficult to adequately summarize a candidate's complete background. To assist us in finding the proper position for you within our company, please feel free to use the space below to summarize any additional information which may better describe your qualifications. Please include any certificates or licenses you hold.

Please be sure you have completed this application in its entirety. Your opportunity for employment with Tecton Products, LLC will depend upon the *completeness and accuracy* you supply here. You will be considered for employment for a period of 60-days following the date of this application or unless you have been notified otherwise.

We are an equal opportunity employer. It is our policy to abide by all federal, state, and local laws concerning discrimination in employment. No question in the application is intended to elicit information obtained in violation of any such law nor will any information obtained in response to any question be used in violation of any such law.

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize Tecton Products, LLC to make any investigation of my personal or employment history and authorize any former employer, person, firm, corporation, or government agency to give Tecton Products any information they have regarding me. In consideration of Tecton Products' review of this application, I release Tecton Products and all providers of information from any liability as a result of furnishing and receiving this information.

I hereby understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with Tecton Products is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or conduct unless such change is specifically acknowledged in writing by an executive of Tecton Products.

If offered a position with Tecton Products, I understand that the offer is contingent upon the passing of a pre-employment, company-provided physical and drug screen.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of Tecton Products.

Signature of Applicant

Date

How did you hear about Tecton Products?

Friend? _____	Friend's Name: _____
Employee? _____	Employee's Name: _____
Internet? _____	Name of Website: _____
Paper? _____	Name of Newspaper: _____
Other? _____	_____
_____	_____
_____	_____

AUTHORIZATION FOR CRIMINAL BACKGROUND INVESTIGATION

Completion of this page of the application is strictly optional. Information provided on this page at the time of application will NOT impact your opportunity for employment with us. However, please note that selected candidates must submit the following information at the time of hire and successfully complete a criminal background check prior to beginning employment.

Name: _____
Last First Middle

Current Address: _____
Street/PO Box City State Zip

Previous Address: _____
Street/PO Box City State Zip

Driver's License or State-Issued ID #: _____ State of Issue: _____

Date of Birth: _____ Gender: **Male** **Female**

Social Security Number: _____ Race: _____

Maiden Name(s) or Other Alias: _____

Previous States of Residence: _____

I understand that in conjunction with my application for employment, Tecton Products, LLC will use the services of Validex to research and verify the information I have provided on my application for employment including my personal background, character, professional standing, work history and qualification. I release all of those information providers, Tecton Products, LLC and any agent acting on its behalf from any and all liability arising from their giving or receiving information about my employment history, academic credentials or qualifications. I understand that this information is confidential and will not be disseminated to others as governed by Tecton Products, LLC policy.

I also understand that any false or misleading statements I have made will be sufficient cause for rejection of my application and/or for dismissal if Tecton Products, LLC employs me.

Signature

Date