



425 Old Macedon Center Road
Fairport, New York 14450

APPLICATION FOR EMPLOYMENT

Please Answer All Questions. The Failure To Respond To All Of The Questions On This Application May Result In Discontinuance Of Consideration Of The Application. Resumes Are Not A Substitute For A Completed Application.

I UNDERSTAND THAT NEITHER THIS APPLICATION NOR ANY COMMUNICATION BY A MANAGEMENT REPRESENTATIVE IS INTENDED TO CREATE OR DOES CREATE A CONTRACT OF EMPLOYMENT, OFFER, OR PROMISE OF EMPLOYMENT. I ACKNOWLEDGE THAT IF HIRED BY THE COMPANY, EMPLOYMENT IS ON AN AT-WILL BASIS. THIS MEANS THE COMPANY IS FREE TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE OR ADVANCE NOTICE, IN ACCORDANCE WITH NEW YORK LAW, AND ACCEPTANCE OF EMPLOYMENT IS NOT A CONTRACT OF EMPLOYMENT FOR ANY SPECIFIED TIME. SIMILARLY, I AM FREE TO TERMINATE MY EMPLOYMENT WITH THE COMPANY AT ANY TIME FOR ANY REASON. THIS AT-WILL PROVISION MAY BE MODIFIED OR WAIVED ONLY IN A WRITTEN AGREEMENT SIGNED BY AN AUTHORIZED REPRESENTATIVE OF VILLAGER CONSTRUCTION, INC. AND ME.

We are an equal opportunity employer. Applicants are considered for position without regard to race, religion, sex, national origin, age, disability, sexual orientation or any other consideration made unlawful by applicable federal, state, or local laws.

Please Print Clearly

Date: _____ Position Applied For: _____

Name: _____ Telephone Number: () _____

Present Address (Street, Apt. or Unit No.): _____

City/State/Zip: _____ Desired Salary: _____

Are you able at time of employment to submit verification of your legal right to work in the U.S.? (*Verification and completion of Form I-9 must be submitted no later than three business days after date of hire.*) Yes No

If under the age of 18, can you produce the necessary work certificate at the time of employment? Yes No

Type of employment desired? Full-time Part-time (Specify Hours): _____

Are you willing to work overtime? Yes No Date on which you can start?: _____

Are you willing to travel? Yes No

Have you ever applied for this Company before? Yes No If Yes, when did you apply?: _____

Have you ever initiated an act of violence in the workplace? Yes No

If Yes, please explain so that individual circumstances can be considered.

List special technical skills that you feel qualify you for the job for which you are applying (i.e., computer programming/language, software, equipment operation, special tools or machines, etc.):

| Education | School Name and Location | Course of Study | Graduate? | # of Years Completed | Degree/Major |
|----------------------------------|--------------------------|-----------------|-----------|----------------------|--------------|
| High School | | | | | |
| College | | | | | |
| Bus./Tech./Trade Or Post College | | | | | |

Honors Received: _____

WORK EXPERIENCE:

Start with your present or last place of employment. You may include any verifiable work performed on a volunteer basis, internships, or military service.

Employer

Name *Address* *Type of Business*

Phone:(_____)_____ Dates Employed From: ____/____/____ To ____/____/____

Job Title: _____ Supervisors Name: _____

May we Contact? Yes _____ No _____

Reason for Leaving: _____

Duties: _____

Employer

Name *Address* *Type of Business*

Phone:(_____)_____ Dates Employed From: ____/____/____ To ____/____/____

Job Title: _____ Supervisors Name: _____

May we Contact? Yes _____ No _____

Reason for Leaving: _____

Duties: _____

Employer

Name Address Type of Business

Phone:(_____) _____ Dates Employed From: ____/____/____ To ____/____/____

Job Title: _____ Supervisors Name: _____

May we Contact? Yes____ No____

Reason for Leaving: _____

Duties: _____

Employer

Name Address Type of Business

Phone:(_____) _____ Dates Employed From: ____/____/____ To ____/____/____

Job Title: _____ Supervisors Name: _____

May we Contact? Yes____ No____

Reason for Leaving: _____

Duties: _____

REFERENCES

Please list the names of additional work-related references we may call. Individuals with no prior experience may list school or volunteer related references.

| NAME | POSITION | COMPANY | WORK RELATIONSHIP (i.e., supervisor, co-worker) | TELEPHONE # |
|------|----------|---------|--|-------------|
| | | | | |
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APPLICANT CERTIFICATION

I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid drivers license and automobile liability insurance in an amount equal to the minimum required by New York.

I understand that Villager Construction, Inc. may now have , or may establish, a drug free and smoke free workplace or drug and/or alcohol testing program consistent with applicable federal, state and local law. If Villager Construction, Inc. has such a program and I am offered a conditional offer of employment, I understand that if a pre-employment (post-offer) drug and/or alcohol test is positive, the employment offer may be withdrawn. I agree to work under the conditions requiring a drug-free workplace, consistent with applicable federal, state, and local law. I also understand that all employees of the location, pursuant to the Company’s policy and federal, state, and local law, may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or controlled drugs. If employed, I understand that the taking of alcohol and/or drug tests is a condition of

continual employment and I agree, if asked, to undergo alcohol and drug testing consistent with Villager Construction, Inc.'s policies and applicable federal, state, and local laws. I also understand and agree that Villager Construction, Inc. does not permit smoking of tobacco products or the possession, distribution sale or use of marijuana (in any form), within or around company buildings, or any company-owned vehicles at any time.

If employed by Villager Construction, Inc., I understand and agree that Villager Construction, Inc. to the extent permitted by federal, state, and local law, may exercise its right, without prior warning or notice to conduct investigations of property (including, but not limited to files, lockers, desks, vehicles, and computers) and, in certain circumstances, my personal property.

I understand and agree that as a condition of employment and to the extent permitted by federal, state, and local law, I may be required to sign a confidentiality, non-compete, and/or conflict of interest statement.

I certify that all the information on this application, my resume, or any supporting documents is complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal.

I authorize Villager Construction, Inc. or its agents to confirm all statements contained in this application and/or resume as it relates to the position I am seeking and to the extent permitted by federal, state, and local law. I agree to complete any requisite authorization forms for the background investigation, if asked.

I authorize and consent to, without reservation, any party or agency contacted by this employer to furnish the above-mentioned information. I hereby release, discharge and hold harmless, to the extent permitted by federal, state, and local law, any party delivering information to Villager Construction, Inc. or its duly authorized representative pursuant to this authorization from any liability, claims charges, or causes of action which I may have as a result of the delivery of disclosure of the above requested information. I hereby release from liability Villager Construction, Inc. and its representative for seeking such information and all other persons, corporations, or organizations furnishing such information.

I understand Villager Construction, Inc. hires only individuals who are legally eligible to work in the United States.

I UNDERSTAND THAT NEITHER THIS APPLICATION NOR ANY COMMUNICATION BY A MANAGEMENT REPRESENTATIVE IS INTENDED TO CREATE OR DOES CREATE A CONTRACT OF EMPLOYMENT, OFFER, OR PROMISE OF EMPLOYMENT. I ACKNOWLEDGE THAT IF HIRED BY THE COMPANY, EMPLOYMENT IS ON AN AT-WILL BASIS. THIS MEANS THE COMPANY IS FREE TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE OR ADVANCE NOTICE, IN ACCORDANCE WITH NEW YORK LAW, AND ACCEPTANCE OF EMPLOYMENT IS NOT A CONTRACT OF EMPLOYMENT FOR ANY SPECIFIED TIME. SIMILARLY, I AM FREE TO TERMINATE MY EMPLOYMENT WITH THE COMPANY AT ANY TIME FOR ANY REASON. THIS AT-WILL PROVISION MAY BE MODIFIED OR WAIVED ONLY IN A WRITTEN AGREEMENT SIGNED BY AN AUTHORIZED REPRESENTATIVE OF VILLAGER CONSTRUCTION, INC. AND ME.

Applicant Signature: _____ **Date:** _____

For Minors Only:

If the applicant is a minor, the foregoing release and consent must be signed by the applicant's parent or legal guardian. Signature by the applicant's parent or legal guardian constitutes acknowledgement by the applicant and the parent or legal guardian that Villager Construction, Inc., to the extent permitted by federal, state, and local law, can test the applicant for controlled substances, conduct inspections of property without notice, and communicate screen results to Villager Construction, Inc. personnel who need to know, the applicant, and the applicant's legal guardian.

Parent/Legal Guardian

Date