



# Ash Grove Cement Company Salaried / Nonexempt Application for Employment

Prospective employees will receive consideration without discrimination because of race, creed, religion, color, sex, age, national origin, veteran status, military status, disability, pregnancy, or other legally protected status. Equal access to programs and employment is available to all persons. Those applicants requiring reasonable accommodations to the application and interview process should notify a representative of Ash Grove Cement Company.

## Personal Information

Date \_\_\_\_\_

Name (last, first, middle) \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP code \_\_\_\_\_

Home telephone \_\_\_\_\_ E-mail address \_\_\_\_\_

Business telephone \_\_\_\_\_ Cell phone \_\_\_\_\_

## Position Information

Desired position \_\_\_\_\_ Date you can start \_\_\_\_\_ Salary desired \_\_\_\_\_

Desired position status  Full-time  Part-time  Temporary

Have you ever filed an application with Ash Grove or any of its subsidiaries?  Yes  No

If yes, please give date and subsidiary \_\_\_\_\_

Have you ever been employed with Ash Grove or any of its subsidiaries?  Yes  No

If yes, please give employment dates \_\_\_\_\_ Reason for termination \_\_\_\_\_

If related to anyone in our employ, please state name(s) and work locations. \_\_\_\_\_

Referral source  Ad  Agency  Other

Are you legally qualified to work in the United States?  Yes  No  
*(Proof of citizenship or immigration status will be required upon employment.)*

Are you 18 years of age or older?  Yes  No

Have you ever been convicted of a crime?\*  Yes  No

If yes, state the nature of offense, when, and disposition \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*This information will be used in the hiring process only to the extent permitted by applicable law.

## Education Information

	Name and Location	Course of study	Years Completed	Did you Graduate?	Degree or Diploma
Post Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College or University				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business, Trade, or Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	

List certifications or licenses that may be relevant to the job(s) for which you are applying.

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List software with which you are proficient.

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List any additional skills, knowledge, experience, or other relevant qualifications.

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Indicate any foreign languages you can speak, read, and/or write.

	Language
Speak	
Read	
Write	

## Military Information

Present membership in National Guard or Reserves\*  Yes

Were you a member of the U.S. Armed Forces?  No  Yes Branch \_\_\_\_\_

Date of duty: From \_\_\_\_\_ To \_\_\_\_\_ Type of separation or discharge \_\_\_\_\_

Briefly describe duties \_\_\_\_\_

Describe any job-related training received in the United States military.

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## Work History Information

Are you employed now?  Yes  No If so, may we inquire of your present employer?  Yes  No

Have you ever supervised employees?  Yes  No

If yes, indicate the number and type of employee \_\_\_\_\_

**Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.**

Employer _____	Dates employed: From _____ To _____
Job title _____	Address _____
Supervisor _____	Supervisor's telephone number _____
Salary: Starting _____ Final _____	Reason for leaving _____
Amount of last base salary increase _____	Amount of last bonus _____
Date of last base salary increase _____	Date of last bonus _____
Work performed _____	

Employer _____	Dates employed: From _____ To _____
Job title _____	Address _____
Supervisor _____	Supervisor's telephone number _____
Salary: Starting _____ Final _____	Reason for leaving _____
Amount of last base salary increase _____	Amount of last bonus _____
Date of last base salary increase _____	Date of last bonus _____
Work performed _____	

Employer _____	Dates employed: From _____ To _____
Job title _____	Address _____
Supervisor _____	Supervisor's telephone number _____
Salary: Starting _____ Final _____	Reason for leaving _____
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Work performed _____	

Employer _____	Dates employed: From _____ To _____
Job title _____	Address _____
Supervisor _____	Supervisor's telephone number _____
Salary: Starting _____ Final _____	Reason for leaving _____
Amount of last base salary increase _____	Amount of last bonus _____
Date of last base salary increase _____	Date of last bonus _____
Work performed _____	

*If more space is needed, please use a separate sheet of paper.*

## References

List people who know your work. Do not include personal references.

Name	Professional Relationship	Business Telephone	Home Telephone	Year Acquainted

Read carefully before signing below:

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts is cause for non-consideration and/or dismissal once employed. I understand and agree that my employment is for no definite period of time and may be terminated at any time with or without any previous notice unless referred to otherwise by Company policy.

I do hereby authorize the release of records and other information which Ash Grove Cement Company may request in its evaluation and consideration for my employment at the Company. All candidates may also be subject to a complete background check. Further, I release Ash Grove Cement Company and its officers, employees, and agents from any and all potential liability arising from obtaining and considering such information.

Ash Grove Cement Company policy is to maintain a safe and healthy working environment free from alcohol and drug use. All candidates offered a position with Ash Grove Cement Company may be required to undergo a medical screen for alcohol and drugs. All candidates may also be subject to a Post Offer Employment Test (POET) to determine their ability to perform the essential functions of the position can be met. Failure to submit to such testing or failing to meet the testing requirements as established by Ash Grove Cement Company will result in no further consideration for employment.

I do hereby understand that all salaried and non-bargaining unit employees are subject to the Company's arbitration program and random alcohol/drug screening as a condition of employment.

Date \_\_\_\_\_ Signature \_\_\_\_\_

*Incomplete applications will not be considered.*