



C & D HUGHES, INC.
3097 Lansing Road • Charlotte, MI 48813
(517) 645-0111 • Fax: (517) 645-0090

*MDOT Pre-qualified • Heavy Highway Construction and Maintenance
Divisions: Milling, Asphalt, Joint Repair, Dirt & Pipe, Concrete*

APPLICATION FOR EMPLOYMENT

To The Applicant: We appreciate your interest in our company and assure you that we are interested in your qualifications. A clear understanding of your background and work history will aid us in seeking to place you in a position which, in our judgement, best meets your qualifications. You may complete this application now or return the completed application at a later time. You may show this application to any person of your choice.

We are an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, marital or veteran status, the presence of a medical condition or handicap, height, weight, or any other protected status. Michigan law requires that a person with a disability or handicap requiring accommodation to perform the essential duties of the job must notify the employer in writing within 182 days of the date that the need is known or should have been known. Federal law has no such requirement.

PERSONAL:

Please note that this application will only remain active for 6 months, after which the applicant would need to re-apply.

Name _____ Date of Application _____
Last First Middle

Address _____
Street City State Zip

Telephone Number (with area code) _____ Are you 18 years or older? _____

Alternate Phone No. _____ Social Security No. (Last 4 Digits) _____

Are you authorized to work in the United States? _____

Have you previously been employed here? _____ Supervisor's Name _____

Under What Name? _____ When? _____

List any friends or relatives working here _____

What method of transportation will you use to come to work? _____

EMPLOYMENT DESIRED:

Position(s) applied for _____

Kind of work sought: Full time Part time Other _____

Do you have any special training, skills, qualifications, or other experiences that relate to the position(s) applied for?

Salary desired: _____ Date available to work _____

An Equal Opportunity Employer

REFERENCES: (Three individuals not related to you, whom you have known for at least one year)

	Name	Address	Phone Number	Years Acquainted
1				
2				
3				

MILITARY SERVICE RECORD:

Have you had any experience in the Armed Forces of the United States or in a State National Guard? YES NO

If yes, what branch? _____ Rank at Discharge _____ Date of Discharge _____

Are you in the reserves? YES NO If yes, date obligation ends _____

Special/technical training _____

ADDITIONAL INFORMATION:

Have you been convicted of a crime other than a minor traffic violation? YES NO

If so, where, when and nature of offense _____

Do you have a valid Michigan Driver's License? YES NO License No. _____

List any offices held, or professional trades, business or civic activities excluding any groups that indicate race, color, religion, sex, national origin, handicap, marital or veteran status, height, weight or age:

State any additional information that you feel may be helpful to us in considering your application. _____

IN CASE OF EMERGENCY: (Person(s) to be notified in the event of an accident or emergency)

Name & Address	Telephone	Relationship

EMPLOYMENT HISTORY:

Are you employed now? YES NO May we contact your present employer? YES NO

EMPLOYMENT HISTORY (List current or most recent employment first)

1	Employer	Date		Work Performed
	Address	From	To	
	City, State, Zip			
	Phone Number (include area code)	Hourly Rate/Salary		
	Job Title	Starting	Final	
	Supervisor			
	Reason for Leaving			
2	Employer	Date		Work Performed
	Address	From	To	
	City, State, Zip			
	Phone Number (include area code)	Hourly Rate/Salary		
	Job Title	Starting	Final	
	Supervisor			
	Reason for Leaving			
3	Employer	Date		Work Performed
	Address	From	To	
	City, State, Zip			
	Phone Number (include area code)	Hourly Rate/Salary		
	Job Title	Starting	Final	
	Supervisor			
	Reason for Leaving			
4	Employer	Date		Work Performed
	Address	From	To	
	City, State, Zip			
	Phone Number (include area code)	Hourly Rate/Salary		
	Job Title	Starting	Final	
	Supervisor			

Reason for Leaving			
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EDUCATION:

	Name/Location	Years Completed	Diploma/Degree	Courses of Study
Elementary				
High School				
College				
Vocational Training				

Any other educational training _____

AUTHORIZATION AND UNDERSTANDING:

Please read the following statement carefully before signing to indicate your understanding:

Upon the signing of this application, I represent that all of the information now or hereafter given by me in support of my application is true and complete. I authorize you to verify any of the information concerning my background, including but not limited to my employment, driving record, education, criminal history, or medical history (post-offer only), with the appropriate individuals, companies, institutions or agencies, and I authorize them to release such information as you require, including my prior disciplinary employment record, without any obligation to give me written notice of such disclosure. I also authorize you to release any information requested by any of my prospective or subsequent employers without any obligation to give me written notice of such disclosure. I hereby release you and them from any liability whatsoever as a result of any such inquiries and disclosures and this release from liability does not waive or prohibit an individual from filing a charge of discrimination under the laws enforced by the EEOC. I agree that any false information in support of my application may subject me to discharge at any time during the period of my employment.

I agree that either party may terminate the employment relationship, with or without cause, at any time with or without notice, and I further agree that this arrangement may only be altered in writing directly to me personally and signed by the president of the company. I agree that I shall be bound by the other rules, policies, regulations and terms and conditions of employment of the company as they are from time to time changed, and no additional obligations can be imposed on the Company except those which have been acknowledged in writing, by the President or her designated representatives. I hereby authorize the company to deduct from each and every pay period of my pay any amounts necessary to offset any damages caused by me or the value of property or money entrusted to me by, or owed by me to the company during the course of my employment.

I agree that any action or suit against the company, it's agents or employees, arising out of my employment or termination of employment, including, but not limited to, claims arising under State and Federal law, but not Federal civil rights statutes containing a separate limitations period, must be brought within 180 days of the event giving rise to the claims or be forever barred unless the applicable statute of limitations period is shorter than 180 days in which case I will continue to be bound by that shorter limitations period. I waive any limitations periods to the contrary. I further agree that if I should bring any non-statutory action or claim arising out of my employment against the company, in which the company prevails, I will pay to the company any and all such costs incurred by the firm in defense of said claims or actions, including attorney fees. I further agree that my employment is contingent upon a post-offer negative result drug screening and until such time as the results of my post-offer physical (if such physical is required) are known.

Date:	Signature:
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* Employers specifically excepted:

For Employer Use Only		
Interviewed By:	Date:	Hired: YES <input type="checkbox"/> NO <input type="checkbox"/>
Starting Date:	Position:	Wage:

SELF ASSESSMENT CERTIFICATION/EMPLOYMENT APPLICATION

Name _____ Social Security No.: _____

Years Construction Experience: _____

PREVIOUS CONSTRUCTION EMPLOYMENT:

	Dates		Name of Company	Your Duties There
	From	To		
1				
2				
3				
4				

Are you a member of a skilled trades union? YES NO Which One? _____

EQUIPMENT OPERATORS: Please acknowledge equipment you can operate well by putting in years of experience.

MILLING MACHINES		LOADERS		ROLLERS	
	Wirtgen 1900		Bobcat Skid Steer		Superpac 600 Vibratory
	Wirtgen 2000		CAT IT28G		CAT CB 634 Vibratory
	Wirtgen 2100		CAT 914G		HYPAC C747B Vibratory
	Wirtgen 2200		CAT IT28		CAT CB224C
	Vermeer CC145		Komatsu 120-3		CAT CS433
	Vermeer CC145A	GRADERS			
EXCAVATORS			CAT 140G	MISC EQUIPMENT	
	John Deere 200	TRUCKS			Broom Tractor
	CAT 320BL		Single Axle Dump		McCloskey MCB621Screen
	CAT 312BL		Tandem Axle Dump		Midland Road Widener
	CAT 325BL		Utility Truck	DOZERS	
	CAT 320CL		Water Truck		CAT D5C III
BACKHOES			Prime Truck		CAT D4CHST
	John Deere 710B		Lowboy		CAT D5CHST
	CAT 426		Semi		CAT D5CLGP

	CAT 426C		Train		CAT D5GXL
	CAT 430D			PAVERS	
					Blaw Knox PF 172
					Etnyre Bond Buggy

EXPERIENCE: Leave blank if no experience or you do not understand the work item.

KEY: S = Can do somewhat, have limited experience, need direction

X = Can do very well, without direction, have much experience

include years of experience in each area.

S	X	yrs		S	X	yrs	
EARTHWORK							
			Clearing, Removal of Trees				Ditching
			Remove Structures				Machine Grading, Fine Grade
			Remove Concrete, Curb				Trenching
			Pavement, Walks, etc.				Check Grading
			Earth Excavation				Restoration
			Embankment				Place Aggregates
BITUMINOUS							
			Prime/tack coat				Paving
			Pavement Prep				Screen
			Edge Trimming				Raking
			Butt Joints				Rolling - Breakdown
			Hand Patching				Rolling - Finish
			No 7 & No 8 Joint Repair				Paver Automatics
			Polyester Asphalt				Widening
			Membrane				Milling/Ground Person
DRAINAGE/UNDERGROUND:							
			Standard Culverts				Structures (catch basins, manholes)
			Box Culverts				Build Structures
			Culvert End Sections				Adjust Structures
			Culvert Extensions				Reconstruct Structures
			6" - 36" Sewer				Edge Drain
			36" and Larger Sewer				Water Main
BRIDGES							
			Substructure Concrete				Superstructure Concrete
			Re-Steel				Form Work
CONCRETE							
			Sidewalks, Driveways				Curb and Gutter
			Cast-in-Place Structures				

ADDITIONAL CONSTRUCTION WORK EXPERIENCE (GIVE YEARS OF EXPERIENCE):

	POSITION	TYPE OF WORK
	Foreman	

	Superintendent	
	Traffic Control Set Up	
ADDITIONAL SKILLS, COMMENTS, ETC:		

APPLICANT VOLUNTARY SELF-IDENTIFICATION FORM

COMPLETION OF THIS FORM IS VOLUNTARY

C & D Hughes, Inc., is an Equal Opportunity and Affirmative Action employer.
In an effort to comply with requirements regarding government record keeping, reporting, and other legal obligations that may apply, we invite you to complete this data survey.

Please check all appropriate boxes below for each of the three categories: Ethnicity, Disability, Sex, and Veteran. You may also select *one or more* ethnic categories. Definitions for each category are provided below.

Ethnic Categories (select all that apply)	Disability Categories	Veteran Categories	Sex
<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White	<input type="checkbox"/> Individual with disabilities <input type="checkbox"/> Individual without disabilities	<input type="checkbox"/> Vietnam War Veteran <input type="checkbox"/> Special Disabled Veteran <input type="checkbox"/> Other Eligible Veteran	<input type="checkbox"/> Male <input type="checkbox"/> Female

ETHNIC CATEGORIES:

American Indian or Alaskan Native - a person having origins in any of the original peoples of North America and South American (including Central America), and who maintains tribal affiliation or community attachment.

Asian - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Phillipine Islands, Thailand, and Vietnam.

Black or African American - a person having origins in any of the Black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American".

Hispanic or Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture origin, regardless of race.

Native Hawaiian or Other Pacific Islander - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White - persons having origins in any of the original peoples of Europe, North Africa, or the Middle East (not of Hispanic origin).

DISABILITY CATEGORY:

An "individual with disabilities" is defined as a person who: (1) has a physical or mental impairment which substantially limits one or more of his or her major life activities, (2) has a record of such impairment, or (3) is regarded as having such an impairment. For purposes of this definition, an individual with disabilities is substantially limited if he or she is likely to experience difficulty in securing, retaining, or advancing in employment because of disability.

VETERAN CATEGORIES:

A "veteran of the Vietnam era" is defined as a person who (1) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released therefrom with other than a dishonorable discharge, or (2) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964 and May 7, 1975.

A "special disabled veteran" is defined to be a veteran who is entitled to disability compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Veterans Administration for a disability (i) rated a 30 percent or more, or (ii) rated at 10 or 20 percent in the case of a veteran who has been determined under section 1506 to have a serious employment disability, or a person who was discharged or released from active duty because of a service-connected disability.

"Other Eligible Veterans" includes (1) veterans who served in a 'war' - veterans with active duty between December 7, 1941 and April 28, 1952 and (2) veterans who served in campaign or on an expedition for which a campaign badge, a service medal, or an expeditionary medal has been awarded.