

DIAMOND CONSTRUCTION, INC.

2905 N. Montana Ave. Helena, MT 59601 (406) 443-3373 or (800)-829-2656 (FAX) 442-2450

“WORKING TO BE THE BEST”

OUR VALUES
PEOPLE BEFORE PROFIT

OUR BELIEF
QUALITY TEAMWORK

OUR VISION
CONTINUAL IMPROVEMENT

OUR MISSION
SATISFIED CLIENTS

APPLICATION FOR EMPLOYMENT

DIAMOND CONSTRUCTION, INC. IS AN EQUAL OPPORTUNITY EMPLOYER

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, creed, age, marital or veteran status or the presence of non-job related medical conditions or disabilities.

If you have a disability or need special consideration for access to any DCI job site or building, please call the DCI business office 1 working day in advance and DCI will endeavor to make an effort to accommodate your needs.

(PLEASE TYPE OR PRINT CLEARLY)

Date of Application _____

Name _____
Last First Middle

Address _____
Mailing Address City State Zip

Telephone (____) _____ - _____ E-mail Address _____

Position(s) Applying For _____

Are you 18 years of age or older? Yes No

Do you have a valid driver's license? Yes State _____ Class _____ No

If No – Explain _____

May we contact the DMV in regards to your driving history? Yes No

♦ **NOTE:** Many of our positions require that employees drive company vehicles, and our insurance company requires that these employees have “acceptable driving records” as determined by the insurance company. **Applicants selected for interview will be required to bring a recent (within 10 days) copy of their motor vehicle record to the interview.** An “unacceptable driving record” does NOT mean you won't be hired. However, it may mean that restrictions will be placed on your ability to drive a company vehicle.

Have you previously filed an employment application here? Yes Date: _____ No

Have you ever been employed here before? Yes Date: _____ No

Are you currently employed? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or immigration status? Yes No
(Proof of citizenship or immigration status is required upon employment)

On what date would you be available for work? _____

Are you available to work... Full Time? Part Time? Night Work? Temporary?

Are you currently laid-off or subject to recall? Yes Explain _____ No

Can you travel for work if required? Yes No Explain _____

Have you been convicted of a felony in the last seven years? Yes No
(Conviction will not necessarily disqualify applicant from employment)

If Yes – Explain _____

Education

Circle Highest School Year Completed

8 9 10 11 12 13 14 15 16 17 18 19

GED AA BA BS MA Ph.D.

Name of school beyond High School _____

Training Length _____ Date Completed _____

Major _____ Vocational Training _____

Are you a Veteran of Military Service Yes No

Special Work Skills

Please list any special skills, training or apprenticeship programs in which you have been involved.

Goals/Interests (Voluntary Information)

Please list any job-related goals or interests you may have.

Employment History

Please list your employment history for the past 5+ years beginning with the most recent or current employer. If you need additional space, please continue on a separate sheet.

Dates Employed From/To	Hourly Rate/Salary	Starting		Final
Employer Name				Phone #
Address				
Job Title		Immediate Supervisor		
Work Performed				
Reason for Leaving				
<hr/>				
Dates Employed From/To	Hourly Rate/Salary	Starting		Final
Employer Name				Phone #
Address				
Job Title		Immediate Supervisor		
Work Performed				
Reason for Leaving				
<hr/>				
Dates Employed From/To	Hourly Rate/Salary	Starting		Final
Employer Name				Phone #
Address				
Job Title		Immediate Supervisor		
Work Performed				
Reason for Leaving				

May we contact your previous employer(s)? yes no May we contact your current employer? yes no

Please provide name, address, and phone number of three (3) references who are not related to you and are not previous employers.

1. _____
2. _____
3. _____

Experience Matrix

Write number of month's experience in appropriate box. Check appropriate box in interest column. Blank columns represent no experience or no interest.

Supervisory	Foreman	Journeyman	Apprentice	Laborer	Interest/Goals		
						Applicant Comments	Employer Comments

**Division 1
GENERAL REQUIREMENTS**

Computer Skills							
Blueprint Reading							
Estimating							
Bookkeeping							
Purchasing							
Secretarial							
Safety Training							

**Division 2
SITE WORK & DEMOLITION**

Demolition							
Explosives							
Surveying							
Elevations							
Landscaping							
Earthwork							
Asphalt Paving							
Highway Work							
Traffic Control							
Fencing							
Drain Fields							

**Division 3
CONCRETE**

Concrete Forms							
Concrete Footings/Foundations							
Finishing							
Reinforcing							
Pre-Cast Erection							
Suspended Deck Form work							
Bridges							
Placing							
Foundation Venting							
Radon Venting							

**Division 4
MASONRY**

Block							
Brick							
Stonework							
Fireplaces							

Experience Matrix (Cont.)

	Supervisory	Foreman	Journeyman	Apprentice	Laborer	Interest/Goals		
							Applicant Comments	Employer Comments

**Division 12
FURNISHINGS**

Audio-Visual Equipment								
Blinds and Shades								
Furniture								
Rugs and Mats								
Artwork								
Interior Plants and Planters								

**Division 15
MECHANICAL**

Plumbing								
HVAC								
Exhaust Venting								
Refrigeration								
Air Handling								
Controls								
Testing-adjusting-Balancing								

**Division 16
EQUIPMENT**

Electrical-Basic Wiring								
Electrical Material								
Communications								
Lighting								
Testing								
Controls								

Additional Information

State any additional information you feel may be helpful to us in considering your application:

Applicant's Statement:

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in the application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment.

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

Signature of Applicant

Date

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Applicant Data Record

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, creed, age, marital or veteran status, physical or mental disability. As employers/government contractors, we comply with government regulation and affirmative action responsibilities. Solely to help us comply with the government record keeping, reporting and other legal requirements, please fill out the Applicant Data Record. We appreciate your cooperation. This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

(PLEASE TYPE OR PRINT CLEARLY)

Date of Application _____

Name _____
Last First Middle

Address _____
Mailing Address City State Zip

Telephone (_____) _____ - _____
Area Code

Position(s) Applying For _____

Referral Source: Advertisement Friend Relative Walk-In
 Employment Agency Other _____

Affirmative Action Survey

The government agencies require periodic reports on the gender, ethnicity, disability and veteran status of applicants. This data is for analysis and affirmative action only. Submission of this information is voluntary.

Check one: Male Female

Check one of the following

Race/Ethnic Group: White Black Hispanic Native American Pacific Islander