

EMPLOYMENT HISTORY

Date/Month/Year	Name/Address of Employer	Salary	Position	Reason for Leaving
From ----- To		\$ Per		
From ----- To		\$ Per		
From ----- To		\$ Per		
From ----- To		\$ Per		

REFERENCES

Name	Address	Business	Years Known

IN CASE OF EMERGENCY NOTIFY: _____

Relationship: _____ Phone: (____) _____ Other: (____) _____

STATEMENT BY APPLICANT: I hereby authorize my former employers to furnish their records of any service, my reason for leaving their employ, together with all employment-related information they may have concerning me. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without previous notice.

Signed: _____ Date: _____

~~~~~ DO NOT WRITE BELOW THIS LINE ~~~~~

|                        |                  |                     |                    |
|------------------------|------------------|---------------------|--------------------|
| <b>Interviewed by:</b> |                  | <b>Date:</b>        |                    |
| <b>Remarks:</b>        |                  |                     |                    |
| <b>Hire Date:</b>      | <b>Position:</b> | <b>Rate of Pay:</b> | <b>Start Date:</b> |



## Potential Offer of Employment Requirements

Effective in April, 2015, all persons applying for employment will be required to successfully complete a 10 Panel Hair Follicle Drug Test and a Functional employment test. The following is the process that will be followed.

- Applicant will fill out an application form for Sargent Construction.
- Applications are reviewed by an authorized staff member and will interview the applicant.
- The authorized staff member will offer employment to those candidates deemed to be most qualified and suitable for the positions sought. The offers of employment will be contingent upon the successful completion of a post-offer drug screen and functional employment test.
- The applicant will be required to submit to a 10 Panel Hair Follicle test for the presence of drugs and ETG (Ethyl Glucuronide) for Alcohol. The drug test is taken at ODACS, Inc. in Park Hills and the costs of the test is \$60 payable to ODACS. If the applicant is hired by Sargent Construction, the testing fee of \$60 will be reimbursed on the first payroll check. A paid receipt from ODACS must be turned into the office before reimbursement.
- After the drug screen has been received by Sargent Construction an appointment will be scheduled for the post offer/pre-placement test.
- Applicants who successfully complete the post offer/pre-placement test will be contacted and an appointment will be scheduled to review all of Sargent Construction Policies and Procedures. A "start" date will be given to the applicant.

The cost of post offer/pre-placement employment test procedures are paid for by Sargent Construction. Medical information collected in connection with such tests will be maintained in a confidential file in accordance with requirements of the American with Disabilities Act (ADA) and the information collected will not be used for any purpose inconsistent with ADA.

Sargent Construction is an equal opportunity employer and does not discriminate against individuals on the basis of race, color, religion, gender, national origin, disability, or any other basis protected by federal, state or local law.

Nothing in this policy is intended to be, and should not be construed as, a contract for any particular term or condition of employment. Unless otherwise set forth in a written agreement signed by the applicant/employee and Sargent Construction, individuals are employed "at will". This means that Sargent Construction and the applicant/employee could terminate the employment relationship at any time, with or without cause or notice. If you believe you are employed on something other than an "at will" basis, you should advise Sargent Construction in writing. Failure to do so will be deemed by Sargent Construction as a further indication that you and Sargent Construction agree that the employment relationship is "at will".

### Acknowledgment:

I have read the above policy and understand that if offered employment it will be conditioned on the successful completion of a negative drug test and a post offer/pre-placement functional employment examination. I hereby agree to comply with the above procedure and request that my application for employment be processed pursuant to this policy.

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Signature of Employee (Date)

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Company Representative (Date)