



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 accommodation to the application and interview process should notify a representative of Ash Grove Cement Company.

Personal Information

Date _____

Name (last, first, middle) _____ Social Security # _____

Street address _____

City _____ State _____ ZIP code _____

Home telephone _____ E-mail address _____

Business telephone _____

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 _____

*A conviction record will not necessarily be a bar to employment. This information will be used 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 certificates or licenses that may be relevant to the job(s) for which you are applying _____

List software with which you are proficient _____

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

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

	Fluent	Good	Fair
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.

*Present membership will not necessarily be a bar to employment. This information will be used only to the extent permitted by applicable law.

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.

Job title _____ Dates employed: From _____ To _____

Employer _____ Address _____

Supervisor _____ 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 _____

Job title _____ Dates employed: From _____ To _____

Employer _____ Address _____

Supervisor _____ 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 _____

Job title _____ Dates employed: From _____ To _____

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Employer _____ Address _____

Supervisor _____ 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 _____

References

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

Name	Professional Relationship	Work Telephone Number	Home Telephone Number	Years Acquainted

Read carefully before signing below:

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for non-consideration and/or dismissal once employed. Further, I understand and agree that my employment is for no definite period of time and may, regardless of the date of payment of my wages and salary, be terminated at any time with or without any previous notice.

I do hereby authorize the furnishing, without liability, of records and other information which Ash Grove Cement Company may request in its investigation and evaluation of the above information and release Ash Grove Cement Company and its officers, employees, and agents from any and all potential liability arising from such investigation and evaluations.

Date _____ Signature _____

Ash Grove Cement Company's policy is to maintain a safe and healthful working environment free from alcohol and drug use and abuse. All candidates offered a position with Ash Grove Cement Company will be required to undergo a medical screen for alcohol and illegal drugs. 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.